



**PennState**

**ADMINISTRATIVE FELLOWS PROGRAM APPLICATION  
THE PENNSYLVANIA STATE UNIVERSITY  
2021-2022**

**I. PERSONAL**

Name: \_\_\_\_\_

Present title/position: \_\_\_\_\_

Date appointed to current position: \_\_\_\_\_

College/department/unit: \_\_\_\_\_

Campus address: \_\_\_\_\_

Office telephone: (\_\_\_\_) \_\_\_\_\_ E-mail address: \_\_\_\_\_

Name of your supervisor (as reflected in Workday):

\_\_\_\_\_  
\_\_\_\_\_

**II. SERVICE HISTORY**

Please list specific leadership posts, including campus committees, University Faculty Senate, program coordination, supervision, professional societies, boards, community organizations, presentations, journals, or relevant employment-related honors and awards that would support your application for the Administrative Fellows Program.

- University service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Professional service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Outreach service as a representative of the University: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Other civic and community service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### III. COVER LETTER

Please include in your cover letter a brief statement indicating why you are considering a future position in higher education administration. This statement is a critical part of the application process and should provide the committee reviewing applications with insights about the following:

1. Your reason(s) for an interest in an administrative position (please include an outline of your administrative and leadership skills and abilities);
2. Expected contributions of the Administrative Fellows Program to your career objectives; and
3. Your current career development, including short and long-term career objectives.

### IV. OTHER INFORMATION

1. Mentors (**rank each individual 1, 2, or 3, in order of preference**):

\_\_\_\_\_ **Nicholas Jones**, Executive Vice President and Provost

\_\_\_\_\_ **Lora Weiss**, Senior Vice President for Research

\_\_\_\_\_ **O. Richard Bundy**, Vice President for Development and Alumni Relations

2. Brief explanation of your choice of preferred mentor (No. 1):

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## V. REFERENCES

Please identify (by name, title, telephone number, address, and e-mail address) three people who have agreed to provide a reference for you upon request. Please include the person to whom you report. You will be notified prior to your references being contacted.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VI. RÉSUMÉ

Please provide a current résumé or vita with this application.

**RETURN THE COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:**

The Office of the Vice Provost for Faculty Affairs  
Via email to: [vpfa@psu.edu](mailto:vpfa@psu.edu)

*Please note: By submitting this application, you acknowledge that your supervisor and/or unit administrator will be contacted during the selection process.*

***Applications must be received by Thursday, January 28, 2021***