

**ADMINISTRATIVE FELLOWS PROGRAM APPLICATION**

**THE PENNSYLVANIA STATE UNIVERSITY**

**2023-2024**

**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)**:

\_\_\_\_ Executive Vice President and Provost (to be appointed)

\_\_\_\_ **Kelly Austin**, Vice President for Commonwealth Campuses and Executive Chancellor

\_\_\_\_ **Jennifer Wilkes**, Vice President Human Resources and Chief Human Resource Officer

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

**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:kjg138@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 26, 2023***