

Administrative Fellow for Graduate Programs

The Provost's Office is pleased to announce an internal search for a two-year, renewable term Administrative Fellowship in graduate programs at Drake University.

Fellowship Duties:

The Administrative Fellow for Graduate Programs reports to the Provost, and is an active participant in the administrative decision process related to campus-wide graduate education at Drake. S/he will be responsible for assisting the Colleges, Schools, and Departments in planning, evaluating, and developing graduate academic programs; collaborating with the Deputy Provost of Enrollment Management, Associate Dean of Graduate Admissions, Registrar, and Executive Director of graduate online initiatives; analyzing and developing recommendations in response to evolving issues; and providing leadership for developing and achieving strategic initiatives related to graduate education.

These primary responsibilities more specifically include:

- Articulate a vision of excellence for the graduate community
- Leadership and facilitation for the processes of curriculum development
- Coordinate and communicate graduate student services activities such as academic advising of graduate students, admissions decisions, and ensure responsive and equitable operational processes
- Facilitate meetings of the Graduate Council

Description of Program:

The Administrative Fellow of Graduate Programs will receive one course release per semester. For each course release, there is the expectation of approximately 10 hours of work per week in the Provost's office. Normal scholarship/creative activity and service is still required at the department level. The successful applicant will retain office space in his/her home department and will also have office space in Old Main. Summer compensation may be available, and if so, will be 1/9th of academic-year salary for work spread across the summer. Relevant professional development will be included in this program.

Eligibility:

Candidates for this position must be tenured and at the rank of associate professor or professor. Associate professors should recognize that administrative assignments for this program are not designed necessarily to contribute to their advancement to full professor. All applicants should be on full-time appointments and should have been employed at Drake for at least five years. Preferred start date is January 8, 2018. A Fellow appointment is normally for two academic years, and may be renewed for an additional two years with conferral of the department head.

Application:

Applicants who wish to be considered for the Administrative Fellow for Graduate Programs position should submit the following to Drinda Williams (Drinda.williams@drake.edu) by Friday, October 18, 2019:

- Application form (signature of department head/director and dean is required);
- A letter that focuses on related skills/experience, and describes the applicant's interest in working on graduate program initiatives;
- Current vita; and
- Names of two on-campus references.

APPLICATION
Administrative Fellow for Graduate Programs
Office of the Provost

Name: Click or tap here to enter text.

Department: Click or tap here to enter text.

Present Rank/Title: Click or tap here to enter text.

Years at Drake: Click or tap here to enter text.

Names of two on-campus references:

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Other required application materials: current vita and letter of interest

Please sign and obtain the signature below:

NOTE: Signatures on this form constitute an endorsement of the proposal. Departmental heads thereby indicate that they understand and concur with the arrangement whereby the participant, if successful, will be provided two course releases per year (one per semester) beginning in January 2020 through December 2021. The successful applicant will receive summer appointments. Successful applicants will retain office space in their home departments as well as other ordinary services and prerogatives.

Applicant: _____ Date: _____

Department Head/Director _____ Date: _____

Dean _____ Date: _____