



PennState

**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

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