Illinois State University

College of Arts and Sciences
Administrative Fellows Program

Proposal Guidelines and Application Form

Deadline:
Guidelines for CAS Administrative Fellows Program

PURPOSE
The CAS Administrative Fellows Program (AFP) is a competitive appointment intended to promote the development of tenured faculty of the College of Arts and Sciences at Illinois State University who show exceptional promise as academic leaders. An AFP appointment provides a one-course release for a faculty member, allowing a semester experience as a special assistant to the Dean. This experience will provide the opportunity to learn details of academic administration while working with the Dean and his staff on special projects. The length of the appointment will be determined by the Fellow’s professional goals and programmatic needs in the home Department/School and in the College office.

SELECTION PROCESS AND CRITERIA
The Dean of the College of Arts and Sciences will select the Administrative Fellow upon the recommendation of an ad hoc committee. Criteria used in evaluating proposals include: evidence or promise of academic leadership; evidence or promise of administrative talent; quality of the “administrative philosophy and goals” statement; quality of case study analysis; and strength of supporting letters. Applications from all tenured faculty will be considered.

PROPOSAL PROCESS AND SUBMISSION DEADLINES
One original proposal must be submitted to the Office of the Dean, Campus Box 4100 (STV 141) or to gsimpso@ilstu.edu. Each proposal must include the endorsement of the faculty member’s Chair or Director on the cover page of the proposal.

ELIGIBILITY
Individuals eligible for an award must be full-time tenured faculty of the College of Arts and Sciences at Illinois State University at the time of proposal review. Faculty members will not be eligible for more than one AFP appointment during their tenure at Illinois State, but the appointment may be renewed once at the discretion of the awardee, dean, and awardee’s chair/director. Approval by the Department Chair or School Director must be obtain, indicating that course reassignments can be arranged appropriately if the applicant is selected.

PROPOSAL FORMAT

Cover Page (provided): Provide the requested information and obtain the signature of the Department Chair. The Chair’s or Director’s endorsement must indicate that such release can be arranged in an appropriate manner (specific plans need not be formulated at the time of application).

Administrative Philosophy and Goals: Provide a one-page description of your interest in the position, your administrative philosophy, and the experiences that have prepared you for or led you to an interest in academic leadership.

Curriculum Vitae: Provide a full CV.

Letters of Recommendation: Please ask two individuals who know you well to submit confidential letters of recommendation directly to the Dean. One of these individuals must be your department chair or school director.
COVER PAGE

Applicant: ____________________________________________

Position Title: _______________________________ E-mail: _______________________

Department/School: ____________________________ Phone: ______________________

Signature: ________________________________________ Date ________________

Applicant
Approved by: ________________________________________ Date ________________

(Signature of Department Chair or School Director)

Approval by the Department Chair or School Director indicates that course reassignment can be arranged appropriately if the applicant is selected.
Administrative Philosophy and Goals

Please provide a one-page discussion of your administrative philosophy and your goals in seeking this fellowship: