Guidelines for Administrative Fellows and Mentors

Mentors and fellows work together to design a year’s experience that gives a good sense of the office of the mentor and his or her responsibilities. In addition, there is a common core of experiences that we would like all fellows to have. The list below identifies that core.

In many cases, mentors are involved in the various experiences listed below, and the fellow’s invitation to these meetings is part of his or her experience in shadowing mentors on their rounds. Fellows are expected to be involved in all aspects and meetings related to the mentor’s office that the mentor deems appropriate. The fellow may need the guidance of the mentor in making choices when there are conflicting opportunities. Fellows are urged to take the initiative to take advantage of the opportunities. To help them do so, contact persons are listed where appropriate. It is expected that every effort should be made to avoid cancelling once a commitment is made.

- **Board of Trustees (BOT)** - Contact: Tom Poole
  - All fellows are urged to attend all of the open meetings of the Board.
  - Fellows are invited to meet with the Committee on Academic Affairs and Student Life during the July meeting of the Board. This meeting is typically held at one of the campuses.

- **State budget hearings in Harrisburg**: Fellows are invited to attend budget hearings. Travel arrangements may be coordinated by the fellows and typically require the use of reserving a Fleet vehicle.

- Fellows are also encouraged to attend meetings of the University Faculty Senate and may want to sit as observers on Senate Committees, particularly as appropriate to the office of their mentor. They may also want to attend, or be expected to attend, Senate Council or Graduate Council, as appropriate.

- When practical, fellows will be given opportunities to visit non-University Park campuses. This can be achieved by traveling with mentors as appropriate when they make campus visits, by accompanying Commonwealth Campus personnel (coordinating with Melanie Ekdahl), or by accompanying other UP administrators as appropriate. Also, by attending the Board of Trustees meetings, the Fellows will have an opportunity to travel when the meetings are held at locations other than University Park.

- Fellows will have an open invitation to the three special commissions, Commission for Women (CFW), Commission on Racial/Ethnic Diversity (CORED), Commission on Lesbian, Gay, Bisexual and Transgender Equity (CLGBTE); and the Equal Opportunity Planning Committee (EOPC). Contact: Eileen Williams
Meetings with President Barron: One each semester (fellows will need to arrange these joint meetings with Carmella Mulroy-Degenhart).

Meetings with Provost Jones (fellows should arrange joint meetings with Crystal Straw).

Joint meetings with senior administrators from Academic Affairs, Development and Alumni Relations, Educational Equity, Finance and Business, Human Resources, Intercollegiate Athletics, Outreach and Online Education, Research, Graduate School, University Budget Office, Undergraduate Education, and Governmental Affairs. (Crystal Straw will contact fellows’ assistants to schedule joint meetings.)

Observations of key administrative groups at work are also part of the core experience for all fellows. Fellows whose mentors are members of these groups may accompany them as appropriate. Each fellow should have the opportunity to observe at least one meeting even if a mentor is not part of the group, preferably one per semester. Fellows should determine the most appropriate meetings for them to attend by conferring with their mentors and the office of the committee’s chair. Some of these groups are willing to open themselves up to regular participation of one or more of the fellows, or to one fellow at each meeting on a rotating basis. These details need to be worked out by mentors, fellows, and the chairs of the committees. The key administrative groups, along with the contact person for discussing such arrangements and the appropriateness for participation at particular meetings, are listed below:

- Academic Leadership Council (ALC) - Contact: Crystal Straw
- Council of Campus Chancellors (CCC) - Contact: Melanie Ekdahl
- Facilities Resources Committee (FRC) - Contact: Crystal Straw
- President’s Council (PC) - Contact: Barbara Stine
- Council of Academic Deans (CADs) - Contact: Crystal Straw

Past fellows have also found many other experiences very worthwhile. Fellows should discuss with their mentors such possibilities as the following, and then take the initiative to follow through as their time and interest allow by discussing the appropriateness of attending any particular meeting with the contact person listed:

- Meetings with deans and budget executives not already listed under joint meetings - Contact: Administrator’s Assistant
- Meetings with senior administrators from Affirmative Action, Information Technology, Global Programs, and Planning and Assessment - Contact: Administrator’s Assistant
• Penn State Forums: Fellows will be included when mentors’ offices reserve tables for these events.

• Academic Leadership Forums: The fellows are invited to participate in the fall and spring forums. - Contact: Katryn Boynton

• Promotion and Tenure Workshops - Contact: Katryn Boynton

• Administrative Council on Undergraduate Education (ACUE) - Contact: Kate Smerekar

• Central Enrollment Management Group (CEMG) - Contact: Kathy McKinney

• Special Task Forces

• Campus Environment Team (CET) - Contact: Eileen Williams

• Meetings with past fellows

• Attend monthly fellow lunch

Questions regarding the Administrative Fellows Program may be directed to the Office of the Vice Provost for Academic Affairs at 814-863-7494.

October 10, 2016