



## 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.
  - Committee on Campus Environment: Fellows are invited to one such meeting each year.
  - Lunch or dinner with women members of the BOT.
- State budget hearings in Harrisburg: Fellows are invited to attend budget hearings. Arrangements are made either by the mentor or by the fellows themselves.
- 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 Shelly Miller), or by accompanying other UP administrators as appropriate, e.g., fellows may accompany the University Faculty Senate officers on tours of commonwealth campuses (contact Patty Poorman). They also have the opportunity to visit other locations by attending BOT meetings at the Hershey Medical Center in March and at one of the campuses in July.

- 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 and Bisexual Equity (LGBE), and the Equal Opportunity Planning Committee (EOPC). Contact: Terrell Jones
- Meetings with President Spanier: One each semester (fellows will need to arrange these joint meetings with Carolyn Dolbin).
- Meetings with Provost Erickson (fellows should arrange joint meetings with Monica Nachman).
- Joint meetings with senior administrators from Academic Affairs, Administration, Office of the Board of Trustees, Commonwealth Campuses, Development and Alumni Relations, Educational Equity, Finance and Business, Intercollegiate Athletics, College of Medicine, Outreach, Research and Graduate School, Student Affairs, University Budget Office, University Relations, Undergraduate Education, and Governmental Affairs. Fellows need to arrange these joint meetings with Monica Nachman.

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: Monica Nachman
- Budget Task Force (BTF) - Contact: Kimberly Belcher or Monica Nachman
- Council of Campus Chancellors (CCC) - Contact: Shelly Miller
- Facilities Resources Committee (FRC) - Contact: Monica Nachman
- President's Council (PC) - Contact: Sharon Becker
- University Park Campus Deans (UPCADs) - Contact: Monica Nachman

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 - Contact: Administrator's Assistant
- Meetings with senior administrators from Affirmative Action, Information Technology, International Programs, Planning and Institutional Assessment. - Contact: Administrator's Assistant
- Penn State Forums: Fellows will be included when mentors' offices reserve tables for these events.
- Academic Leadership Forums - Contact: Katryn Boynton
- Promotion and Tenure Workshops - Contact: Katryn Boynton
- Administrative Council on Undergraduate Education (ACUE) - Contact: Brenda Shaw
- Central Enrollment Management Group (CEMG) - Contact: Carol Walker
- 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 Provost at 863-7494.