



OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST Information for Administrative Fellow Applicants for 2008-09

The Office of the Executive Vice President and Provost is responsible for all the academic units (colleges and campuses) as well as major academic support units, such as Undergraduate Education, University Libraries, Information Technology, Educational Equity, and Academic Affairs. The Provost is the chief academic officer of the University and acts as chief executive officer in the absence of the President.

The Provost works closely with the President, deans, academic staff, and committees in setting overall academic priorities for Penn State and allocating funds to move these priorities forward. The Provost provides overall guidance to Penn State's strategic planning efforts and regularly reviews the University's mission, vision and core values. The Provost leads or serves on other committees with broad leadership responsibilities, including the Academic Leadership Council, President's Council, the Central Enrollment Management Group, Budget Task Force, and the Facilities Resources Committee.

Internally, the Provost's Office is involved with issues surrounding faculty hiring, promotion and tenure, executive searches, facilities, diversity, and leadership development, among others. The Provost works closely with the Board of Trustees, particularly with the Committee on Educational Policy and the Committee on Campus Environment. Externally, the Provost works with many advisory groups and with organizations such as the Committee on Institutional Cooperation (CIC), the Association of American Universities (AAU), and the National Association of State Universities and Land-Grant Colleges (NASULGC).

Important priorities for the Office of the Executive Vice President and Provost are encouraging greater engagement in teaching and learning processes, increasing multi-disciplinary collaborations, building links between research and teaching, fostering diversity, and increasing interactions among campuses and colleges across Penn State. The Office is encouraging Penn State's integration of strategic planning, budget planning, enrollment planning, and facilities planning. Assessment of academic programs is a high priority, as Penn State seeks to achieve greater academic excellence with limited resources.

There are opportunities for an Administrative Fellow to be involved with assessment, planning, or programming related to many broad issues affecting higher education, such as academic leadership, research excellence and outreach, strategic planning, facilities planning, and the effects of technology on teaching and learning.

*Rodney A. Erickson
Executive Vice President and Provost*



VICE PRESIDENT AND DEAN FOR UNDERGRADUATE EDUCATION Information for Administrative Fellow Applicants 2008-2009

Undergraduate Education is an academic administrative unit that provides leadership and coordination for university-wide programs and initiatives in support of undergraduate teaching and learning at Penn State. The Office of the Vice President and Dean and Undergraduate Education's units work collaboratively with faculty and academic units to create stimulating learning environments inside the classroom while providing avenues for learning outside the classroom and leadership and advocacy as Penn State becomes a more student-centered university. This includes special academic programs for students, support for technology-enhanced learning, and enrollment management functions designed to recruit, enroll, and retain students to each of the University's undergraduate campuses.

Administrative units within Undergraduate Education include the Center for Excellence in Writing, Division of Undergraduate Studies, Morgan Academic Support Center for Student-Athletes, Office for Communication, Office of Student Aid, Office of the University Registrar, Reserve Officers' Training Corps, Schreyer Institute for Teaching Excellence, Undergraduate Admissions, University Fellowships Office, and University Learning Centers. Programs administered through Undergraduate Education include the Intercollegiate Bachelor of Philosophy program, Intercollegiate Community and Civic Engagement Minor, The Laboratory for Public Scholarship and Democracy, Summer Session–LEAP (Learning Edge Academic Program), the eLearning Cooperative, and support for undergraduate research.

The Vice President and Dean provides leadership for the Administrative Council for Undergraduate Education, and serves on the President's Council, Academic Leadership Council, University Park Deans' Council, Coordinating Committee on University Assessment, University Faculty Senate, and University Emergency Management Team. He chairs the Central Enrollment Management Group and co-chairs the Penn State Online Steering Committee.

There are opportunities for Administrative Fellow involvement in a wide range of areas related to undergraduate education. These include efforts that facilitate undergraduate research and public scholarship, enhance the first-year student experience, and promote academic integrity. Other opportunities for involvement include curricular issues, student retention, e-learning, and assessment.

*Robert N. Pangborn
Vice President and Dean for
Undergraduate Education*



**SENIOR VICE PRESIDENT FOR FINANCE
AND BUSINESS/TREASURER
Information for Administrative Fellow Applicants 2008-2009**

Finance and Business is a service organization that provides support to students, faculty, staff and the public and is responsible for the planning, management, and accountability of the university's financial, physical, and human resources. It is comprised of ten units, including Auxiliary and Business Services, Corporate Controller, Finance and Business at The Milton S. Hershey Medical Center, Investment Management, Human Resources, Physical Plant, University Park Airport/Non-University Park Campus and College Liaison, University Budget Office, University Police and Internal Auditing.

Finance and Business has a vision to ensure the physical and fiscal integrity of Penn State through quality service and quality people. It's organizational leader, the Senior Vice President for Finance and Business/Treasurer, is responsible for the management and control of the financial and physical resources of the University, both for operating and capital purposes, in order to provide a sound educational program effectively with the resources available. All matters relating to the University's financing or financial condition fall under the purview of Finance and Business. As Treasurer, the Senior Vice President for Finance and Business/Treasurer, accepts all gifts, grants, and contracts on behalf of the University via the associate and assistant treasurers, as well as has fiduciary responsibility for the University's investments.

The ten Finance and Business units have administrative responsibility for a great variety of functions. These include (but are not limited to) accounting, bursar and risk management; budget preparation and maintenance; State appropriation requests; banking and case management, planning and control; contracts and agreements; finance; investment administration; employment and compensation; employee benefits programs; general construction planning; management of facilities, property, and infrastructure; environmental health and safety services; parking and transportation; housing and food services; procurement and materials management; document services; trademark licensing programs; fleet operations; hospitality services; police services; and internal auditing.

Finance and Business actively pursues the following three goals consistent with its 2002-2005 Strategic Plan (available at www.fandb.psu.edu/fbstrategicplan.pdf):

- Goal 1** *Lead University-wide efforts to increase revenues and improve the efficient use of resources.*

- Goal 2** *Develop a high quality, diverse workforce in Finance and Business to meet current responsibilities and maximize future opportunities.*

- Goal 3** *Provide first-rate Finance and Business services that are efficient, meet budget constraints, and satisfy University service requirements.*

Each of these goals have related key initiatives that define specific actions necessary to their accomplishment. Five key initiatives targeted in the organization's 2002-2005 plan include environmental stewardship, expenditure and operational efficiency, physical assets, e-business, and diversity. Key initiative managers and teams use action plans to guide development and achievement of these initiatives. Initiative teams assist Finance and Business to focus on relevant opportunities that are pivotal to the continued success of the organization of the University.

Due to the broad range of responsibilities in Finance and Business, the Administrative Fellow will be exposed to many facets of the University's support areas, financial considerations, key initiatives and issues surrounding sound fiscal management in higher education. Numerous opportunities exist to participate in special ad-hoc, operational task forces and steering committees.

Gary C. Schultz
Senior Vice President for Finance and
Business/Treasurer