



PRESIDENT'S ADMINISTRATIVE FELLOWSHIP PROGRAM

Purpose of the Administrative Fellowship Program

The purpose of the program is to:

- Further the purpose and mission of the University,
- Provide enrichment opportunities to qualified employees,
- Provide opportunities to develop skills, knowledge, professional contacts, and career goals,
- Support departmental efforts through concentrated, guided work experiences of employees.

Guidelines and Implementation

It is suggested that the President's Administrative Fellowship Program be implemented in accordance with these guidelines:

- An administrative committee will be formed to consider each complete application submitted and make recommendations to the President.
- The program is available for Administrative and Professional staff during each summer semester.
- Applicants must have completed three (3) years of employment, with a current satisfactory performance record, with the University.
- Applicants must be current, past or newly elected members of the A&P Assembly or a member of an A&P or University Committee.
- Applicants must have the support and approval of their administrator/department head/dean in order to participate in the program. Signatures must be affixed to the application.
- Provisions for uninterrupted work in the applicant's employing department must be made in advance. Provisions should be outlined in the letter of application.
- The Fellowship will encompass a leadership focus. Applicants should identify, propose, and discuss how he/she will benefit from the experience.
- Also included in the application packet are:
 - A current résumé,
 - A job responsibility summary, and
 - Three letters of recommendation; to include a letter from the appropriate administrator/department head/dean.
- Only applications containing all required items will be considered.
- Applicants will be notified in writing of the committee's decision.

Auburn University
PRESIDENT'S ADMINISTRATIVE FELLOWSHIP PROGRAM
Administrative and Professional Staff
APPLICATION

Summer 2015

DIRECTIONS and QUALIFICATIONS

This program is open to permanent full-time employees of Auburn University. Program applicants should have been employed by Auburn University for at least three years. Program applicants must be past or current members of the A&P Assembly or a member of an A&P or University committee. Populations historically under-represented in higher education administration are particularly encouraged to apply.

Applicants should complete and return this form, along with the other required documents, and deliver the completed packet to Vic Walker, Chair-Elect A&P Assembly (612 Hoerlein Hall) on or before May 22, 2015.

PART I: GENERAL INFORMATION

Name: _____ Employing College/Department: _____

Job Title/Position: _____ Email Address: _____

Campus Address: _____ Campus Phone: _____

Employment Date for Current Position: _____ University Employment Date: _____

PART II: REQUIRED DOCUMENTS

- An updated résumé;
- A current summary of job duties and responsibilities;
- A letter of interest including a description of career goals;
- Three letters of recommendation from persons employed by Auburn University; one of which must be from the individual's department head and/or dean.

PART III: APPLICANT SIGNATURE

I hereby acknowledge that all information on and with this application is true and accurate.

Applicant's Signature: _____ Date: _____

PART IV: DEPARTMENT SIGNATURES

The department will provide release time (half-time or full-time) for the employee. The employee will maintain employment and office space in the department during the fellowship.

I approve this request and verify that the employee's participation will not adversely affect departmental commitments.

Director/Department Head Signatures: _____ Date: _____

_____ Date: _____