

## **The AAUA Professional Development Fellows Program**

The AAUA Professional Development Fellows Program is an individually designed, year-long, mentored professional development experience during which the candidate uses his/her day-to-day responsibilities as the spring board for improving a set of self-identified professional skills to enhance his/her administrative competence. The professional development work of Fellows will be guided by both a self-selected, local professional mentor and a senior administrator mentor assigned by AAUA. Fellows will consult regularly with their Local Mentor and will interact via distance modalities with their AAUA Senior Mentor, receiving feedback and guidance for improvement from both. Fellows will also meet three times during the year with their peer fellows.

Participation in the 2020-21 AAUA Professional Development Fellows Program is competitive. No more than 10 fellows will be selected to participate. The fellowship activities will begin in August, 2020 and will continue through July 2021. Interested candidates must submit an application (described in the following section), no later than February 1, 2020. The specific requirements for the professional development plan proposal are intentionally less- rather than more-specific. This allows candidates the greatest flexibility in designing a personal professional development plan, and it challenges candidates to develop a proposal from which the reviewing committee will be able to determine the seriousness of thought and purpose associated with the plan. In some cases, the AAUA review committee may invite an applicant to participate in a telephone interview prior to making a decision. Decisions on all applications will be communicated to applicants no later than April 1st.

Upon successful completion of the professional development plan, participants will be formally certificated as **AAUA Fellow** of the AAUA—American Association of University Administrators. In addition to this certification, Fellows will receive a waiver of AAUA annual membership dues for a period of five years following the completion of the program (currently a \$500 value).

### **PROGRAM DESCRIPTION**

The AAUA Fellows Program is open to persons with current administrative appointments in accredited American institutions of higher education. Personnel representing a wide range of administrative roles (unit director/department chair through vice president) from institutions representing the diversity of American higher education institutions (two-year, four-year; public, private non-profit; private for profit; comprehensive, research-intensive, professionally-focused) are invited to participate. Interested potential participants who wish to enhance administrative and leadership skills through an individualized, year-long program are invited to submit a professional development plan which, when approved and implemented, will carry the designation of **AAUA Fellow** of the AAUA—American Association of University Administrators. This program is limited and competitive; no more than ten Fellows will be accommodated in any single year.

The professional development proposal is designed by the participant and must be completed for submission no later than October 1st. (Earlier submissions are encouraged.) Proposals are reviewed by a committee of three senior college/university administrators (or recently retired former administrators); the committee will complete its work without knowledge of the specific identity of the applicant. The committee will approve and/or make recommendations for improvements in the proposed professional development plan. Implementation and follow through will be the responsibility of the candidate, with guidance from both a local mentor and one appointed from among the membership of AAUA. Participants will be expected to consult regularly with both mentors and will also regularly participate in an online Fellows discussion group. (See subsequent section for a description of roles/responsibilities of local mentor and AAUA mentor.)

The Fellowship year will run from August through July. Three, one-day fellowship group seminars will be required—June (2020), January, and June (2021). The June seminars are scheduled in conjunction with the annual AAUA Leadership Seminar; attendance and participation in the Leadership Seminars is required.

### **COST OF PARTICIPATION**

Upon acceptance of the candidate's individual professional development plan, a program fee of \$1500 is required. (NOTE: All participation costs in the AAUA Professional Development Fellows Program including, but not limited to, travel and lodging for Fellows group meetings are the responsibility of the participant, or his/her employing institution (depending on particular agreements made between the participant and his/her institution). Beyond the cost of travel/lodging there is no additional cost for the one-day January seminar; however, attendance and participation in the annual AAUA Leadership Seminars does require a registration fee of \$200).

### **APPLICATION PROCESS**

Application to the AAUA Professional Development Fellows Program consists of an individually developed proposal to be submitted no later than February 1, 2021. Proposals must be submitted electronically as MSWord or pdf documents to [FELLOWSPROGRAM@AAUA.ORG](mailto:FELLOWSPROGRAM@AAUA.ORG). Each proposal must contain the following sections, submitted in a single package:

#### **PART I – Identification of the applicant:**

Name -

Job/Position Title and Institution -

Complete Postal Mailing Address -

Email Address -

Telephone -

**PART II** – A narrative, reflective self-assessment of the applicant’s (a) professional capabilities and (b) overall professional development needs. (This section should not exceed three pages in length.)

**PART III** – The description of one or more administrative/leadership skill(s) to be the focus of development during the fellowship year. This section should include a detailed description of the processes through which the identification and need for professional development of this (these) skills were identified, and should draw a clear link between the reflective self-assessment described in item #2 (above) and the identified professional development need. (This section should not exceed three pages in length.)

**PART IV** – The proposed plan for professional development describing in general what skills will be targeted for improvement during the fellowship year, and including –

(A) Specific professional development learning strategies to be implemented, along with a detailed timeline for the professional development year (January 1 – December 31); beginning, progress points, and ending dates should be clearly and definitively stated. (Note: Candidates are encourage to plan for sharing their professional development goals and final product with appropriate colleagues—subordinate or superordinate. It is appropriate to discuss this plan in this section.)

(B) The identification and resume/c.v. of an on-site administrator who is willing to serve as local mentor throughout the fellowship year. (NOTE: AAUA provides no stipend for any mentoring services associated with the AAUA Fellows Program. Furthermore, it prohibits participating fellows from paying individuals for such services. All on-site mentors will be asked to verify that they are performing this service without remuneration, as a service to the advancement of the professional of higher education administration.)

(C) A description of whatever final product(s) will be produced to bring closure to the professional development year. (NOTE: A final product is required.)

**PART V** – A letter from an administrator at the applicant’s institution who has appropriate personnel authority clearly giving permission for the applicant to engage in this activity while continuing his/her employment.

**PART VI** – A statement from the applicant, counter-signed by the administrator giving permission for participation (referenced above in item #5) attesting to knowledge of and agreement that this fellowship experience is a voluntary, professional development activity that does not constitute an employment status of any type and that—as such—all employment and professional regulations and standards remain with the home institution.

**PART VII** – The applicant’s complete resume or curriculum vitae.

**ADDITIONAL APPLICATION REQUIREMENT:** In addition to the above described application packet each applicant is required to arrange for two letters of

recommendation to be submitted on his/her behalf. These letters of recommendation must be submitted directly by individuals who are familiar with the applicant's work and who have reviewed the applicant's proposed professional development plan. Each letter should describe (a) the extent to which and how the recommender is familiar with the applicant, (b) the degree of readiness of the applicant to undertake and grow from the fellowship experience, and (c) the applicant's ability to engage in the proposed professional development as well as a realistic prediction of success. (Recommendation letters are submitted directly by the author to [FELLOWSPROGRAM@AAUA.ORG](mailto:FELLOWSPROGRAM@AAUA.ORG).)

The specific requirements for the professional development plan proposal are intentionally less- rather than more-specific. This allows candidates the greatest flexibility in designing a personal professional development plan, and it challenges candidates to develop a proposal from which the reviewing committee will be able to determine the seriousness of thought and purpose associated with the plan.

In some cases, the AAUA review committee may invite an applicant to participate in a telephone interview prior to making a decision. (In these instances, of course, the identity of the applicant will then become known to review committee members.) Decision results on all applications will be sent to candidates by April 1st.

If selected for participation in the AAUA Fellows Program, candidates will be required to sign the **AAUA Fellows Program Hold Harmless Agreement**, which absolves AAUA from any responsibility for employment, personnel, contractual, personal or other forms of liability associated with participation in the program.

### **QUALIFICATION, ROLES, AND RESPONSIBILITIES OF THE LOCAL MENTOR**

One characteristic of the AAUA Fellows Program is its use of a local mentor. Candidates are asked to select a mentor from their same institution. Someone who is aware of the candidate's current work; someone who is respected for his/her administrative and leadership ability; someone who is willing to commit to the process of ensuring the candidate's progress; someone with integrity who is willing to serve as a "friendly" and "best critic." The strength of this program relies on the selection of an outstanding local mentor.

Local mentors receive no remuneration from AAUA. Furthermore, candidates are not allowed to pay for their services. This work is done as a service to the profession.

Local mentors are expected to meet frequently with fellow candidates, and candidates are expected to report progress, discuss issues/problems, ask for advice on whether progress is acceptable or needs improvement. Local mentors are asked to be enthusiastic and supportive in their work, but to be honest and challenging as well. This year is one that should stretch the candidate in his/her effort to improve. Frequency of communication and frequency of honest, evaluative feedback are key.

Approximately once a month, the local mentor will be in contact with the AAUA senior mentor.

### **ROLES AND RESPONSIBILITIES OF THE AAUA SENIOR MENTOR**

AAUA will assign a Senior Mentor to each candidate. The role of the Senior Mentor is to ensure regular communication between the candidate and his/her Local Mentor, and to offer suggestions on improving the overall professional development experience. Senior Mentors are expected to consult directly with Local Mentors on a monthly basis.

Senior Mentors are also available to candidates and/or Local Mentors for consultation and advice.

### **FOLLOWING THE PROFESSIONAL DEVELOPMENT FELLOWSHIP YEAR**

Upon successful completion of the professional development plan, a participant will be formally certificated as a **AAUA Fellow** of the AAUA—American Association of University Administrators. In addition to this certification, Fellows will receive a waiver of AAUA annual membership dues for a period of five years following the completion of the program. (Current value of the five-year waiver is \$500.)

### **CONTACT FOR ADDITIONAL INFORMATION**

Dan L. King, Ed.D., President and Chief Executive Officer  
American Association of University Administrators  
10 Church Road | Wallingford, Pennsylvania 19086  
Email: [dking@aaua.org](mailto:dking@aaua.org) | phone: 814-460-6498 | eFax: 610-514-4893

**[www.aaua.org](http://www.aaua.org)**