

Introduction

Purpose: The purpose of the Staff Fellows Program is to make KU a stronger institution by providing opportunities for selected staff to take part in a structured program of professional development that includes skills and leadership development, the opportunity to gain broader knowledge of the University of Kansas, and the completion of an individual or group project of interest that enhances KU.

Description: To assist university staff in their professional development, the Office of the Provost and an Advisory Board have developed a Staff Fellows Program modeled after the successful Senior Administrative Fellows Program for faculty. This program allows selected staff the opportunity to explore higher education administration during regular work hours.

A group of 8-10 Staff Fellows will be selected from applications to work together for approximately six hours per month during the academic year. A portion of the time will be spent exploring various aspects of the larger administrative structure at KU. A large part of the program will be devoted to working in a group setting on a project. There is no stipend for this experience, and the applicant's supervisor will be asked to make a recommendation for participation and to allow release time to participate. This program is primarily for professional development. There is no expectation that Staff Fellows will be given preference in job searches at KU.

You can expect: Time spent with senior administrators at KU exploring the nature of the work they do and the challenges they face; twice-monthly meetings (Friday mornings) designed to give a general overview of the major units of the university and to increase skills necessary for leadership and team building; discussions on topics of leadership, the future of higher education, and public policy; time to work on projects relating to your own interest; opportunity to work on a team with your peers to discuss in a confidential setting the challenges and opportunities of staff work; an opportunity to share your expertise with the cohort of Fellows. In prior years the Fellows completed an individual project, next year there will be an option to work either on an individual or a group project that benefits KU.

Who is eligible: Application to this program is open to staff members who have been at KU for at least two years and who, with the cooperation and support of their supervisor, would like to examine higher education administration. Both regular Unclassified Professional Staff and University Support Staff are eligible from the Lawrence and Edwards campuses.

The ideal applicant for the program will possess: A history of exceptional work at the University of Kansas, as documented by a supervisor's letter of endorsement addressing the candidate's potential for leadership; the ability to work collaboratively with a cohort of other Fellows in a seminar style of learning; enthusiasm for the larger mission of KU and desire to engage in that mission; and the ability to commit to a three-hour time block, twice per month.

Instructions for Applying to the Staff Fellows Program

Applications are due April 10, 2009

Applicants should submit the following:

1. Staff Fellows Application Form (see page 2)
2. Idea essay on Initiative 2015 (instructions below)
3. Your vita
4. Current job description
5. A Recommendation Form (page 4) to be filled out by your supervisor. Please request that your supervisor e-mail or send it directly to the Provosts Office.

Guidelines for Essay on Initiative 2015: Brainstorming a new idea (item #2 above)

- Two pages maximum, double spaced
- Background: During the Spring of 2008, KU undertook a focused planning effort that addressed three key areas of KU's mission: Teaching and Learning, Discovering and Innovating, and Working for Kansas. Task forces were formed to address each of the three areas and were asked to develop specific recommendations for the future direction of the University. The result was *Initiative 2015: Shaping KU's Future*. The link to the report can be found at:
http://www.chancellor.ku.edu/2015/docs/full_report.pdf (pages 6-10 give a good overview).
- Assignment: As a member of the University of Kansas community, you have a unique perspective of the University, based on your various experiences and the roles you have played. Drawing upon that experience (which no-one else has!), select one aspect of the 2015 recommendations and describe an idea you have about how this might be implemented. How often have we said, "If I ruled the world, I would...." Now's your chance.
- Note: You are not committing yourself or others to implementing your plan. The point of this exercise is to get to know you by hearing your ideas. Some of us might suggest something as simple as keeping an office open longer or changing a form you use to track something you are responsible for. Others of us might envision building a new building to house the Institute of World Peace. Be creative, have fun.
- Questions: Contact Linda Linda Luckey, lluckey@ku.edu or 4-4921

Application Form

Complete items 1 through 10 and add attachments and send to Emily Eichler in the Office of the Provost (emilyjoy@ku.edu) by April 10th. Ask your supervisor to complete the Recommendation Form and send it to Emily Eichler by April 15th.

Applicant Information:

1. Name:
2. Job Title:
3. Department:
4. Are you University Support Staff or Unclassified Professional Staff?
5. Supervisor's Name:
6. Years you have been at KU, as of September 1, 2009:
7. Years in current position:
8. Can you meet on Fridays from 8:00 – 10:45 twice per month?
9. What would be your ideal job in higher education?

Reason for Applying:

10. Please describe why you would like to participate in the Staff Fellows Program, focusing on what you would gain and what you would contribute.

Please attach:

- Reflection on Initiative 2015: Brainstorming a new idea: (See Guidelines in Introduction)
- Current resume or vita
- Current job description (if you don't have one – just write down your primary duties)

Please request:

- Please ask your supervisor to fill out the Recommendation Form (page 4) and send it directly to the Office of the Provost.

Applications are due to the Office of the Provost by April 10, 2009. Please send an electronic copy to Emily Eichler at emilyjoy@ku.edu.

Supervisor Recommendation Form

Name of Applicant:

The applicant named above has applied to the Staff Fellows Program at KU coordinated by the Office of the Provost. The Office of the Provost is asking the staff member's supervisor to agree to allow the applicant to be available for two monthly three-hour meetings during the academic year for professional development. In a time of scarce financial resources this is one way you can reward a staff member for his or her excellent work.

An ideal applicant for the program is someone with a history of exceptional work at the University of Kansas, who possesses potential for leadership, has the ability to work collaboratively with a cohort of other fellows in a seminar style of learning, enthusiasm for the larger mission of KU, and the desire to engage in that mission. The Fellows will work on a class or individual project that will benefit KU in some way.

Please comment below on your support of this application. Also, feel free to comment on any other aspects of the application that you believe would be relevant to the selection committee. Thank you for your time. (use additional sheet if necessary)

Yes, I support this application for the Staff Fellows Program. I agree to allow him/her work release time to attend this professional development program.

Name of supervisor: _____

Deadline: April 15, 2009

Please submit this form electronically to Emily Eichler, emilyjoy@ku.edu or by campus mail to Emily Eichler, Office of the Provost, 250 Strong Hall.