



## **Guidelines for Administrative Fellows and Mentors**

Updated October 18, 2018

Mentors and fellows work together to design a yearlong 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 mentor's guidance in making choices when there are conflicting opportunities.

Fellows are urged to take the initiative in pursuing opportunities. Every effort should be made to avoid cancelling once a commitment is made.

- Board of Trustees:
  - All fellows are urged to attend all open meetings of the Board.
  - Fellows are invited to meet with the Committee on Academic Affairs and Student Life during the July meeting of the Board. This meeting is typically held at one of Penn State's Commonwealth Campuses.
- State budget hearings in Harrisburg: Fellows are invited to attend budget hearings. Fellows may coordinate travel arrangements, which typically require reserving and using a University fleet vehicle.
- 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 offices of their mentors. They may also want to attend, or be expected to attend, Senate Council or Graduate Council meetings, as appropriate.
- When practical, Fellows will be given opportunities to visit Penn State campuses other than University Park. This can be achieved by traveling with mentors when they make campus visits, by accompanying Commonwealth Campus personnel or by accompanying other University Park administrators as appropriate. Also, by attending Board of Trustees meetings, Fellows will have an opportunity to travel when meetings are held at a Commonwealth Campus. (This typically occurs once each year.)

- Fellows will have an open invitation to attend meetings of the Commission for Women (CFW), Commission on Racial/Ethnic Diversity (CORED), Commission on Lesbian, Gay, Bisexual, Transgender and Queer Equity (CLGBTQE); and the Equal Opportunity Planning Committee (EOPC).
- Fellows meet with President Barron once each semester.
- Fellows meet with Provost Jones once each semester.
- Joint meetings with senior administrators from Faculty Affairs, Development and Alumni Relations, Educational Equity, Finance and Business, Human Resources, Intercollegiate Athletics, Outreach and Online Education, Research, The Graduate School, University Budget Office, Undergraduate Education, and Governmental Affairs.

Observations of key administrative groups at work are also part of the Fellows' core experiences. 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 to attend by conferring with their mentors and the office of the committee's chair. Some of these groups are willing to permit regular participation by one or more of the Fellows, or to one fellow at each meeting on a rotating basis. Mentors, fellows, and chairs of the committees will work out relevant arrangements.

The key administrative groups are listed below:

- Academic Leadership Council (ALC)
- Council of Campus Chancellors (CCC)
- Facilities Resources Committee (FRC)
- President's Council (PC)
- Council of Academic Deans (CADs)

Past Fellows also have found many other experiences 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 meeting.

- Meetings with deans and budget executives not already listed under joint meetings
- Meetings with senior administrators from Affirmative Action, Information Technology, Global Programs, and Planning and Assessment
- Penn State Forums: Fellows will be included when mentors' offices reserve tables for these events.
- Academic Leadership Forums: Fellows are invited to participate in select forums.
- Promotion and Tenure Workshops
- Administrative Council on Undergraduate Education (ACUE)
- Central Enrollment Management Group (CEMG)
- Special Task Forces
- Campus Environment Team (CET)
- Meetings with past Fellows
- Monthly Fellows lunches

Direct any questions about the Administrative Fellows Program to the [Office of the Vice Provost for Faculty Affairs](#), 814-863-7494.

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