

November 11, 2016

Dear Professors:

I am pleased to announce the Faculty-Administrator Leadership Program, sponsored by the Provost's office. This program is designed for tenured associate and full professors interested in higher ed administration, including those considering taking on roles as a department head or chair, associate dean or dean, or vice provost, at some point in the future. It is intended as a way to strengthen capacity-building and grow the diversity pool of potential administrators at UIC.

The program consists of the following five components:

- 1) **INDIVIDUAL MENTORING RELATIONSHIP** – Each participant will be assigned a mentor currently serving UIC in a senior leadership capacity. Together, the team will work on a **leadership development plan** for each participant. Mentoring relationships will involve a monthly lunch meeting that includes updates on progress toward a **program project** that the participant will work on during the participants' time in the leadership program.
- 2) **WORKSHOPS** – The Provost or other senior administrators will conduct workshops on topics relevant to leadership and higher ed administration on a regular basis.
- 3) **PROGRAM PROJECT WORKSHOP** – All participants will attend an introductory workshop during which they will review their leadership development plans with the larger cohort of participants. These plans will outline goals and areas for learning, describing a pathway for developing administrative experience and knowledge over the course of the academic year. The described pathway should culminate in an end product or other deliverable (i.e., **program project**) that addresses an institutional need within a department, college, or administrative unit.
- 4) **INTERVIEWS AND JOB SHADOWING** – Faculty will have the opportunity to interview and/or job shadow administrators in order to obtain a preliminary experience of the different roles and duties of different types of administrators.
- 5) **ATTENDANCE AT INTERNAL AND EXTERNAL LEADERSHIP EVENTS** - Participating faculty will be required to attend at least six sessions of the Faculty Affairs

Administrative Brown Bag series (occurring throughout the year) as well as the orientation for new deans, heads, and chairs (occurring at the beginning of each academic year). Additionally, participants will be encouraged to attend at least one national conference or workshop for administrators (e.g., ACE, APLU) in an area of interest.

Additional information about this program may be found on the program webpage <http://faculty.uic.edu/faculty-administrator-leadership-program/>. I encourage you to nominate yourself or a colleague to apply if you are interested in learning more about higher ed administration. If you should have any questions about the program, please contact the Vice Provost for Faculty Affairs, Renée Taylor ([rtaylor@uic.edu](mailto:rtaylor@uic.edu)).

Sincerely,



Susan Poser  
Provost and Vice Chancellor for Academic Affairs

