

**AddRan College of Liberal Arts
Administrative Fellowship Program**

- Purpose:** The program is intended to develop administrative abilities and leadership potential among AddRan faculty. The program will help to inform and prepare faculty interested in chairing an academic department or pursuing other administrative/leadership positions at TCU.
- Eligibility:** Open to tenured faculty who have not previously served as a department chair. Preference will be given to faculty from historically underrepresented groups in college and university administration.
- Award:** The fellowship will have a \$2,000 stipend and a one-course release/semester. The duration of the program is one academic year beginning with the fall start of classes. Funds must be used by the end of the fiscal year (May 31).
- Requirements:**
- Commit to the equivalent of one day a week working on fellowship duties.
 - Complete PeopleSoft Financial and Student Records training.
 - Attend chair meetings.
 - Attend a professional development workshop on chairing the academic department sponsored by organizations such as the Council of Colleges of Arts and Sciences or the American Council on Education.
 - Complete the Crucial Conversations course.
 - Complete projects and activities identified in consultation with the Dean
- Application:** Submit a letter of interest, statement of philosophy on higher education administration and current CV by the first Monday of April. The selection process will include an interview with the Dean and be concluded by the end of April.
- Reporting:** Submit an assessment report on the fellowship experience at the end of the academic year.