



Office of the Provost

March 7, 2023

Dear Faculty,

I am pleased to announce that we have three openings for the upcoming Provost's Faculty Fellow positions for academic year 2023-2024. This program offers faculty opportunities for leadership experiences by working within the Provost's Office on strategic initiatives and on day-to-day decision-making and operations. The Fellows enrich the Provost's Office by expanding ongoing faculty involvement in developing and implementing projects that enhance academic priorities, and the program supports mentored pathways for faculty to explore their own interests in pursuing academic administrative roles while gaining insight into budgeting, strategic planning, and challenges in higher education. The three priority areas this year are aligned with three units within the Provost's Office:

- Graduate Assistantships within the Moody School of Graduate and Advanced Studies
- SMU Internationalization Steering Committee in the Office of Institutional Planning and Effectiveness
- Communications and Research Infrastructure in the Office of Research and Innovation

All full-time faculty members can apply by **Friday, April 15th** by following the instructions in the attached call for applications. The attached call provides full details on the parameters of the program and application instructions. Faculty interested in applying are also encouraged to reach out to facultysuccess@smu.edu for more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Elizabeth G. Loba".

Elizabeth G. Loba, PhD
Provost and Vice President for Academic Affairs
Southern Methodist University
<https://www.smu.edu/provost>



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CALL FOR APPLICANTS: Provost Faculty Fellows Program

Goals of the Faculty Fellows Program

- Offer faculty opportunities for leadership experiences by working within the Provost Office on strategic initiatives and on day-to-day decision-making and operations
- Enrich the Provost Office by expanding ongoing faculty involvement in developing and implementing projects that enhance academic priorities
- Create mentored pathways for faculty to explore interests in pursuing academic administrative roles while gaining insight into budgeting, strategic planning, and challenges in higher education
- Establish a collaborative team to work with Associate Provosts to generate and implement specific, high-priority programs essential to faculty and student success

Three Open Positions in Priority Areas of Focus for 2023-2024

1. Graduate Assistantships Fellow. The focal project is to lead development of a report on graduate assistantships at SMU. The Provost's Faculty Fellow will collaborate with the Moody School of Graduate and Advanced Studies to conduct a study of how assistantships are assigned at SMU by meeting with department and school faculty and staff as well as representatives of offices such as Payroll, Financial Aid, and Accounts Payable to collect information. They will investigate best practices at peer and aspirational peer institutions and potentially lead site visits to aspirational peers. At the conclusion of this study, the Faculty Fellow will work with the Dean of the Moody School and the Moody School Graduate Council to produce a summary of their findings and recommendations for strategic improvements to practices related to research, teaching, and graduate assistantships.
2. SMU Internationalization Steering Committee Fellow. SMU is participating in the 20th cohort of the American Council on Education's Internationalization Lab, a multi-year, guided, self-study, benchmarking, and strategic planning process that supports institutions as they evaluate their existing international activities (including international student recruitment and support, international research collaborations and partnerships, international exchange programs, international outreach and branding, and the infrastructure that supports all of these) and create a plan to achieve effective, strategic, comprehensive internationalization. The Provost Faculty Fellow will assist in data collection and review, and will work closely with the Internationalization Executive Committee to support the writing of both the self-study and the comprehensive internationalization plan. In the process, the Fellow will have the opportunity to learn about comprehensive internationalization, the role it plays at institutions of higher education, and its relationship to the university's teaching and research mission. The Fellow will also have the opportunity to work closely with the Associate Provost for Institutional Planning and Effectiveness and to learn about the work of the Provost's Office.
3. Communications and Research Infrastructure Fellow. Projects involve various collaborations and can include any combination of the following: fostering clear and structured channels of communication between the faculty and the Office of Research and Innovation; collaborate with Marketing/Communications in reviewing the website, LinkedIn page, and other communication channels; assisting staff and faculty in identifying potential funding sources including government agencies, foundations, and corporations; supporting training and

information sessions related to research compliance, proposal preparation and submission process, and technology transfer; cataloguing resources such as faculty research capabilities; assisting in the collection of comparative data and information of offices of research at other peer and aspirational universities.

Eligibility

All full-time faculty members can apply—with priority for either tenured faculty or instructional (non-tenure track) faculty who have interest and/or experience in an area that matches one of the three priority areas outlined above. Faculty interested in applying are encouraged to reach out to facultysuccess@smu.edu for more information.

Details

The time commitment is approximately 6 hours/week across the calendar year with scaled participation in the summer. Interested faculty should discuss the option with their department chair, with the understanding that Provost Faculty Fellows have the option to allocate their service commitment to the university to this role during the appointment.

Faculty Fellows can choose between either an annual stipend of \$10,000, or the combination of a stipend of \$3,000 and a one-course reduction during the academic year. They will meet as a cohort of 5 Fellows monthly, attend an Academic Affairs Forum monthly, and have ongoing engagement with a mentor inside the Provost's Office who is most closely aligned with the priority area. Faculty Fellows can request to continue participation for up to two additional years.

Application Process

Applications are due by Friday, April 14th, and should include the two components below in a single document (.pdf or .doc):

- Brief description (approximately 250 words) of your priority area of interest, along with ideas for what you could learn from, and bring to, this area.
- Brief statement (approximately 250 words) of overarching career goals and interest in academic leadership. This can include a description of any formal and/or informal leadership experiences inside or outside of academia.

In your submission email, include an acknowledgement that you have discussed your interest in this role with your department chair and/or dean and have received their endorsement. Questions and applications can be sent to facultysuccess@smu.edu. Past applicants are encouraged to apply.