
OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

January 16, 2013

MEMORANDUM

TO: UNT Deans, Associate Deans, Chairs, and Faculty

FROM: Yolanda Flores Niemann, Senior Vice Provost for Academic Affairs
Christy Crutsinger, Vice Provost for Faculty Success *cc*

SUBJECT: Administrative Internship

The Office of the Provost and Vice President for Academic Affairs is seeking applications, nominations and/or suggestions of full-time, tenured faculty members interested in a one-year administrative internship. This development program is designed to offer faculty members opportunities to explore career options in academic administration and gain valuable perspectives on institutional planning and key decision making.

The faculty member will work closely with and learn from senior administrators while carrying out various projects in Academic Affairs. The successful applicant should be able to analyze, interpret, and present data for decision-making; show evidence of effective management, leadership, interpersonal and communication skills; and have a demonstrated commitment to shared governance, diversity, and collaboration.

The appointment is split 50/50 between faculty and administration during the regular academic year and is 100 percent administration during the summer. The appointment will begin June 1, 2013. During the 2013 fall and 2014 spring semesters, the department will be reimbursed to compensate for the instructional duties for which the faculty member will be released (i.e., one or two courses per semester depending on individual faculty member's workload). Compensation for summer 2013 will be calculated on the individual's current nine-month faculty base salary.

Please forward letters of interest and/or nominations to the attention of Annette Miller (Annette.miller@unt.edu) in the Office of the Provost and Vice President for Academic Affairs by **March 1, 2013**. An updated vitae and explanation of the faculty member's interest, capacity, and capability should be included in the letter.