IREX

WWW.IREX.ORG

University Administration Support Program

Fellowships in University Administration Program Application

Deadline: Friday, April 23, 2010

The University Administration Support Program is supported by funding from the Carnegie Corporation of New York

1. Overview of the IREX University Administration Support Program

With primary support from the Carnegie Corporation of New York, IREX has designed the University Administration Support Program (UASP) to contribute to improving administration in a selected number of universities in the following countries: Armenia, Belarus, Georgia, Ghana, Russian Federation, and Ukraine. Program elements include:

1. **Fellowships in University Administration.** IREX provides competitively awarded short-term fellowships for mid and senior-level university administrators to spend approximately eight weeks with counterparts at respected US public universities to work on specific university administration reform projects. While in the US the fellows are required to prepare a case study on the management issue addressed. The case studies are then published and distributed to universities participating in the program.
2. **Pilot Project Grants.** Fellows in university administration will be eligible to compete for small grants to support pilot reform projects at their home universities upon their return home.

2. Eligibility Requirements for the Fellowships in University Administration

Applicants must:

- Be a citizen of and reside in Armenia, Georgia, Ghana, Russia, or Ukraine at the time of application and participation in the program;
- Submit a complete application with all required documents by the application deadline;
- Have a high level of proficiency in written and spoken English necessary to work independently in the United States and engage colleagues;
- Be able to receive and maintain a J-1 visa;
- Be able to participate in fellowships for approximately eight weeks either in fall 2010 or in winter 2011;
- Be committed to researching and writing a case study on a topic of university administration while in the United States; and
- Hold a full-time position with the title of Vice-Rector, Vice-Chancellor, Dean, Department Chair, or equivalent at one of the eligible universities or working in an equivalent management position focusing on higher education reform in the Ministry of Education and Science. Please see page 4 for the list of eligible universities.

Applications not meeting the above eligibility requirements will not be forwarded to the selection committee.

Current IREX employees and consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-administered grant programs, either as individuals or as the responsible party representing an institutional applicant.

3. Program Dates

April 23, 2010**:** Application deadline
May 2010: Semi-finalists interviews
June 2010: Finalists notification
Mid-October – Mid-December, 2010: Cohort I Program in United States
Mid-January – Mid-March, 2011: Cohort II Program in the United States

4. Selection Criteria

Submitted applications for the Fellowships in University Administration Program will be reviewed against the following criteria (listed in order of importance):

1. Appropriateness of the applicant's position within the university to influence management practices in the selected topic.
2. Relevance of the selected managerial topic to the university's priorities.
3. Prior management experience of the applicant.
4. Thoroughness and relevance of applicants answers to application questions.
5. Ability to converse independently in English.

Finalists and semi-finalists may be called for a telephone or in-person interview.

5. Financial and Professional Provisions of the Grant

The program provides the following:

- J-1 visa support for the period of the program
- Round-trip travel from fellows' home cities to the US host institutions
- Accident and sickness insurance

- A management workshop in Washington, DC at the start of the program
- Housing and $40/day daily allowance for meals and incidentals
- Professional development allowance of $1000 for educational materials, professional conferences and membership in U.S. professional associations
- A two-day case study presentation workshop in Washington, DC at the end of the program

6. US Host Institution Affiliation

Fellows will be affiliated with administrative departments of US public universities across the United States appropriate to their research objectives. They will be matched with a mentor who will introduce them to the system of administration at their university. Applicants may suggest US institutions where they would prefer to conduct their research in the application form. IREX will identify an appropriate US institution based on the fellows' preferences, their universities' contacts, recommendations of senior specialists and scholars in the United States, and knowledge of US institutions. All final host affiliations will be decided by IREX, based on the information provided in section 6 of the fellowship application.

7. Instructions for Applying to the Fellowships in University Administration

Read all instructions and information carefully before filling out the application form. All forms must be completed in English and must be typed or hand-printed in black ink. All sections of the application must be completed and submitted together; incomplete applications will NOT be accepted. Your full name should appear on the upper right corner of each page.

A. Important Information

Basic Information (Section 1): Write your full, legal name, family name (surname) first. The spelling of your name should be as it appears in your international passport. This is the spelling that will be used throughout the length of the program. Do not translate your name into English. For example, Maria should be written as such and not translated to Mary.

Home Address and Contact Information (Section 2): Write your current mailing address using the **latin alphabet**. Do not translate street or city names into English, only into the English alphabet. For example, "Prospekt Mira" should be written as such and not translated to "Peace Avenue." Be sure to include your postal index. You should also write dom, korpus, and kvartira, as applicable.

Native Language Contact Information (Section 3): Please provide your name and contact information in your native language using the corresponding alphabet.

Employment Information (Section 4): Please complete this section as completely as possible with information that is current of the date of application. Under the section marked *Direct Supervisor*, please provide the name of the next highest person in the university administrative structure to whom you directly report about your work.

Management Focus (Section 5): Select the **ONE** focus area of university administration listed in this section that most accurately describes your area of management interest. In the short answer section please clearly explain your specific area of interest. You may used additional space if needed. **Please limit your answers to 300 words.**

Placement Information (Section 6): The information in this section is used by IREX to place you at an institution that is as close in size and scope to your home university as possible. We will also use this information to find a host advisor that is in a similar position to you, which will make your placement more successful.

When describing your work day, IREX is especially interested in the management aspect of your work. Please discuss issues like your work with staff, meetings with other administrators, and the types of decisions you might make on a regular basis. The final question is an opportunity for you to emphasize a particular component or aspect of your work that you feel should be stongly considered as IREX works toward finding an effective placement.

B. Additional Required Documents:

1. Curriculum Vitae (CV)

A curriculum vitae (CV), or resume, must be submitted with the application. The documents must be in English and include the most current data on the applicant's education, work experience, publications and honors. A sample CV is attached. Please limit your CV to two pages, containing the most pertinent information. Please do not include any academic publications that are not related to your selected management field.

2. Letter of Support from the Rector of your Home Institution

All applicants must receive a letter of support to conduct their projects from their rectors. Rectors must indicate their support of and interest in the fellow's management focus and show that the fellow will have the opportunity to create reforms in this area.

C. Submission Guidelines

The deadline for applications is **Friday, April 23, 2010 at 5 pm (Washington, DC time)**.

An electronic copy of the application along with all of the supporting documentation must be emailed to uasp@irex.org by the submission deadline. Incomplete applications will not be considered.

IREX reserves the right to verify all of the information indicated in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible.

If you have questions about the fellowship opportunity or application submission, please contact UASP program staff directly at uasp@irex.org.

ARMENIA

Gyumri State Pedagogical Institute after Nalbandyan
Vanadzor State Pedagogical Institute after Tumanyan
Yerevan State Linguistic University after Bryusov
Yerevan State University

BELARUS

European Humanities University

GEORGIA

Akaki Tsereteli State University
Batumi Shota Rustaveli State University
Gori University
Ilia Chavchavadze State University
Sokhumi University
Tbilisi Ivane Javakhishvili State University
Telavi Iakob Gogebashvili State University

GHANA

University of Education, Winneba
University of Ghana, Legon

RUSSIA

Altai State University
Far Eastern National University
Kazan State University
Mordovian State University
Moscow State University of Physics and Technology
Moscow State University
Nizhnii Novgorod State University
Novgorod State University
Perm State University
Samara State Aerospace University
Siberian Federal University
St. Petersburg State University
Southern Federal University
Tomsk State University
Tver State University
Tyumen State University
Voronezh State University

UKRAINE

Kharkiv National University
Ternopil National Pedagogical University
Zaporizhzhia National University
Horlivka State Pedagogical Institute of Foreign Languages
Kherson State University
Kremenchuk State University
Kirovohrad State Pedagogical University
Voldymyr Dahl East Ukraine National University
South Ukrainian Pedagogical University named after Ushynskyi
Sevastopol National Technical University
Kyiv National University
National University “Kyiv Mohyla Academy”
Lviv National University

EXPLANATION OF THE PROJECT AREAS

Admissions Management
An Admissions Management office develops, plans and implements all on- and off-campus recruitment activities. These recruitment activities include secondary school visitations, college fair programs, group information sessions, campus tours, fall and spring open house days, multicultural weekend programs, and alumni volunteering programs. In addition to recruitment activities, the Admissions Management office is responsible for organizing, planning, and conducting an annual review of applications for undergraduate admission, planning and production of recruitment publications, and the development of the admissions web site.

Faculty Development
A university's faculty is one of its greatest assets. A program of faculty development is dedicated to supporting the professional growth of all faculty: full time and part time lecturers and professors. By providing your faculty with information, trainings, forums, connections, and other support services and activities, the program vitalizes the faculty, strengthens the university, improves the quality of instruction, and helps the university better serve the community. Faculty Development recognizes faculty in their multiple roles as teachers, scholars, professionals, and community members.

Human Resource Management
The role of a Human Resource Management office is to design, develop and continually refine a comprehensive human resources management program for the university. The goal of this program is to attract, reward, and retain a high quality faculty and administrative and support staff to meet the educational mission of the university. The Office of Human Resource Management provides services to the university community in the recruitment and training of employees, in the administration of benefits and compensation, promoting equal opportunities, managing job performance, developing and interpreting policy, and promoting effective work relationships.

Campus Life/Student Services
An office of Campus Life/Student Services is committed to working primarily with students, but also with faculty and staff from all areas of the university to build an open, inclusive, intellectual, and multicultural community. The office provides a variety of programs and services that monitor the quality of the campus environment, assists students with campus housing, coordinates college responses to campus and individual student crises, and oversees the non-academic discipline process. Retention efforts, student advocacy, and diversity issues are also concerns of this office. Programs offered through this office give students the opportunity for direct participation in activities involving their academic, emotional, spiritual, or career-related development. The services provided assist students both in making their way through college and then making the transition to their post-graduate lives. This office organizes activities and clubs for students in all areas that may be of interest.

Quality Assurance
Quality Assurance is the responsibility each higher education institution has for ensuring that appropriate standards are being achieved, good quality education is being offered, and that internationally recognized programs are being developed. A quality assurance office would be responsible for the development, implementation, operation and monitoring of the university's procedures for the approval and ongoing evaluation of its academic programs, coordinating university processes relating to teaching and learning quality, designing systemic approaches and developing instruments for academic staff to use in measuring and monitoring teaching and learning quality, and developing both formal and informal procedures related to the evaluation of teaching and learning quality in university programs, courses, and units. The office would evaluate the work and academic activities of faculty members, as well as their methods of teaching and academic research through various assessment models and strengthen research by further developing the university's research capacity and research management plan.

University Governance/Trustees
A university board of trustees is responsible for the overall direction of the university. This governing board approves the operating budgets, supervises the investment of the university's endowment, and oversees long range planning. The trustees also exercise prior review and approval concerning changes in major policies, such as those in instructional programs and admission, as well as tuition and fees and the hiring of key university personnel. The university board of trustees is generally formed of prominent individuals who are not part of the university. People that are in key leadership and management positions such as the state governor, head of a bank, or president of a foundation, are invited to serve on a university board of trustees.

Alumni Relations
An alumni relations office exists both to maintain relationships with graduates and friends as well as securing donations to help advance the university. The office provides services as alumni communications which could consist of mailings, electronic or paper newsletters, the updating of alumni contact information, the creation and maintenance of an alumni association, and planning events for alumni. This office also helps the alumni in their career planning and establishing further training opportunities for the alumni.

Community Relations
The Office of Community Relations is the primary contact for individuals, business and community organizations, and local municipalities that want to be involved with the university. The office works to develop and enhance the university's relations with a wide range of groups to promote mutual understanding, coordinate the campus's response to local public policy issues, and help members of the community access the university's resources.

Fundraising/Development

The Office of Fundraising/Development is the central point for coordinating and generating philanthropic support for the future development and success of the university. The office manages the university's fundraising program and seeks donations to support the work of the university from alumni, companies, trusts and other organizations.

Research Management

The university conducts research management by: administering and awarding research grants from government and other sources, managing intellectual property and technology transfer, coordinating research support services, and providing information and access to a university's faculty and their fields of research. Through research management the university promotes research and technology development internally and externally, and facilitates the needs of researchers across the university. Also, the university comes up with norms and procedures for conducting research studies and for recognizing the research methodology.

University Financing and Budget Management

The university maximizes the effective use of university resources through financing and budget management. Finance and budget management incorporates annual budget development and management. The budget formation modules and the broader issues of financing sources such as federal versus state provided funding are also part of this process along with providing coordination and oversight of all facets of the university's operating budget and continuous improvement in the university's budget process. To come up with the annual budget modules the university administration consults with faculty, staff, and students on planning issues and resource needs.

Corporate Relations

Through building corporate relations the university initiates and coordinates interactions with corporations on behalf of the university. It engages in relationships with corporations that support the university's teaching, research, and service mission. It establishes mutually beneficial collaborations, partnerships, and sponsorships at the local, national, and international level in areas as philanthropy, sponsored research, student recruitment, technology transfer, and continuing education.

Government Relations

Government Relations promote effective communication between representatives of the university and representatives of local, regional and federal government. The university representatives monitor federal legislation and serve as liaisons between members of the government and university. University members also work with elected officials and government agencies to provide information and research findings that may help them in their work.

International Relations

The Office of International Relations is responsible for promoting and coordinating the growth of international studies and programs at a university. This office executes the university's policies regarding external affairs and the coordination of international academic exchange, oversees foreign visitors and students to the university, invites foreign experts to the university, participates in student recruitment and receives foreign students, scholars, and visiting professors while also coordinating all logistics associated with their studies and living arrangements. The office also handles international conference requests, and maintains contact information and relations with foreign universities.

Strategic Planning

Strategic planning is a process of identifying, recording, and tracking the progression of organizational goals. A university's strategic plan is a document that captures what goals are hoped to be accomplished from a broad perspective. The Office of Strategic Planning creates the institution's mission, identifies objectives and market opportunities, and creates operating plans to effectively achieve this mission.

Technology Transfer

Technology transfer is the process by which the university identifies and effectively shares research, skills and knowledge that has potential interest to government or private sector institutions. A university's Office of Technology Transfer is responsible for fostering joint ventures, creating partnerships, managing licensing agreements, for knowledge and processes that are cannot be patented.

SAMPLE RESUME

Svetlana Petrovna Gerasimova
Doktor nauk, Psychology
Ulitsa Gogolya 16, kv. 20
Samara, Russia
tel: 7 (4232) 558296 fax: 7 (4232) 558553

EXPERIENCE:

September 2004 – present
Vice-Rector
Samara State Pedagogical University, Russia

- Develop and monitor university's research plans
- Manage university's research projects portfolio of 600 000 RUB
- Serve as the secretary of the university's Academic Board
- Represent the university to the National Academy of Science
- Manage 58 national and international cooperation agreements of the university
- Serve as the primary liaison with the international partners of the university and the foreign embassies in Russia
- Manage staff of 15 within the Rector's Office and supervise research work of the University's 9 faculties
- Teach MA-level courses of Pedagogical and Age Psychology

September 1994 – August 2004
Head of the Department of International Academic Relations
Samara State Pedagogical University, Russia

- Developed international cooperation agreements of the university
- Served as a primary liaison with international academic organizations working in Russia
- Coordinated international visitors' stays and academic activities
- Provided support and consultation to the university student body and faculty on study abroad opportunities
- Managed staff of 5 within the Department
- Taught 2 Psychology courses to MA students
- Advised Ph.D. candidates' dissertations

September 1992 – August 1994
Psychology Department Chair
Samara State Pedagogical University, Russia

- Coordinated the development of the curricular and research plans for 300 Psychology major students
- Courses taught: Educational Psychology, Social Psychology, Developmental Psychology
- Advised MA students' research papers
- Represented the department at the university's Academic Board
- Organized undergraduate and graduate student research conferences
- Managed the staff of 15 lecturers of the department

EDUCATION:

Moscow State University, Moscow, Russia, Doktor nauk, Psychology, 1992
Samara State Pedagogical University, Samara, Russia, Kandidat nauk, Psychology, 1977
Samara State Pedagogical University, **Samara, Russia,** Diplom Specialista with Honors, School Psychologist,1972

SKILLS:
Proficient in English
Advanced Microsoft Office user