



HARVARD UNIVERSITY
Administrative Fellowship Program

Office of the Assistant to the President for
Institutional Diversity and Equity
1350 Massachusetts Avenue, Smith Center 935
Cambridge, MA 02138

t.617.495-8919
f.617.495.8520
email.afp@harvard.edu
diversity.harvard.edu

Request for 2015-16 Administrative Fellowship Program Sponsors

Need a bright talented mid-career professional to complement your hard working staff? An Administrative Fellow might be the answer. The Office of the Assistant to the President for Institutional Diversity and Equity (H-OAP) is currently seeking sponsors for the 2015-16 Administrative Fellowship Program which begins in September 2015. As an Administrative Fellowship Program sponsor you have an opportunity to hire a Fellow in your school or department who is assigned to a number of specific projects and areas of management. As the Fellows are mid-career professionals, they have significant experience in their fields and are able to draw upon a wealth of management and organizational skills. Thus, the Fellow assigned to your area will add to the successful completion of specific projects as well as provide additional support for the administrative and management objectives of your unit.

Harvard University's Administrative Fellowship Program is now in its twenty-fifth year of operation. To date, the program has brought 164 very talented mid-career professionals to the University for the 12-month management experience complemented by an educational seminar series.

The Administrative Fellowship Program provides participants with an opportunity to broaden their management experience within an academic environment. Although the principal goal of the program is to attract talented professionals, especially more historically underrepresented groups as well as individuals from all backgrounds who are committed to increasing the "pipeline" of talented individuals as academic administrators, in the pool of candidates available for permanent positions at Harvard, another program objective is to encourage professionals to pursue administrative careers in higher education generally.

To this end, not all of the Administrative Fellowship Program participants remain at Harvard upon program completion. Some program participants have used their Harvard experience to enrich and diversify their professional careers. A number of the former Administrative Fellows have remained at Harvard University as members of the professional staff or have maintained affiliation with the University. In addition to professional staff, these affiliations include lecturer, adjunct professor, and graduate student.

Administrative Fellowship candidates are advised that there is no guarantee of permanent Harvard employment and they are encouraged to take leaves of absence from their current employers. However, where there is a suitable opportunity for permanent employment, sponsors may consider hiring the fellow at the end of the fellowship year.

The sponsoring school or department is responsible for the Administrative Fellow's salary. Each year, however, H-OAP provides limited financial assistance of up to \$25,000 to a number of schools and departments to help defray the expenses of participating in the program.

Please share this information and the attached Administrative Fellowship Program sponsor proposals with the appropriate individuals in your school or department. Completed Administrative Fellowship Program sponsor proposals should be sent to H-OAP by **April 3, 2015** or contact **Teresa Malonzo** at **496-1567** or Teresa_malonzo@harvard.edu.