

Graduate Faculty Fellows Program: Call for Applicants

Our program goal is two-fold: first, to bring graduate faculty expertise and insight into the Graduate College to work on particular projects each academic year; and second, to build and sustain close relationships between the Graduate College and the departments and programs we serve by building bridges and collaborations with graduate faculty. We are now inviting applications for two new Grad Faculty Fellows for AY2017-2018 to assist UNLV in achieving Top Tier status, especially as related to graduate education, graduate faculty, and graduate students.

Description and Responsibilities

Grad Faculty Fellows spend about 10 hours per week, on average, working with the Graduate College team on select programs and projects. The two new Grad Faculty Fellows will each work on particular top tier goals in AY16-17; the specific top tier project areas will be determined based on the interests and expertise of the Fellows. Examples of possible responsibilities include:

- Serving as a liaison for the Dean of the Graduate College on Top Tier committees and leading various implementation projects/efforts.
- Advancing strategic GEM (graduate enrollment management) initiatives with hands-on work with graduate programs and various campus units.
- Collaborate with strategic units to implement new graduate recruitment efforts.
- Working on best practices in policies and procedures to support top tier graduate education.
- Assisting with development and execution of a strong, student-centered Career and Professional Development Center to support professional development and career advancement for graduate students and postdocs.
- Statistical and data analysis to track, report, and assess graduate education.
- Collaborating with our GC systems and data team on the ongoing design, build, and implementation of e-systems (like the Grad Rebel Gateway, Phases 1 & 2) to support top tier processes, efficiencies, and access to meaningful graduate data.

The Grad Faculty Fellows will work collaboratively with the Associate Dean and Dean of the Graduate College, the Graduate College leadership team, the Graduate Council and Executive Committee, and other campus stakeholders to advance top tier initiatives. They are also participating, ex-officio, members of the GC Executive Committee.

Type of Appointment

This is a one-year appointment (starting in August 2017). Fellows will be expected to maintain their faculty responsibilities while balancing the administrative responsibilities of this position. Appropriate workload arrangements will be made with the relevant college and negotiated depending on the faculty background, but a one course reduction is typical. Fellows will receive a \$7,500 stipend for successful completion of year-long appointment.

Qualifications

Candidates must be tenured graduate faculty with a strong record of 1) engagement in your graduate program, and 2) graduate student mentorship. Ideal candidates will be strong communicators, organized project managers, analytical and

creative thinkers, and engaged advocates for the graduate enterprise (faculty, students, and programs) who are able to collaborate successfully with diverse groups across campus to advance shared goals and projects.

Application Information

Please send your letter of application and current CV to Leslie Hunter (leslie.hunter@unlv.edu) with *Grad Faculty Fellow* in the subject line by May 19th, and be sure to cc: your graduate coordinator and chair on the email so that they are aware of your application. Your letter of intent should address the following:

- Why are you interested in becoming a Grad Faculty Fellow?
- How will this advance your professional development and/or career goals?
- What types of projects would you be most interested in working on with us in AY17-18?
- Your qualifications; what strengths, skills, and/or experiences would you bring to this role?

Questions? Please contact Leslie.hunter@unlv.edu or kate.korgan@unlv.edu, or phone us @ x50446.