

**Colorado State University Pueblo**  
**Provost Faculty Fellow**  
**with a Focus on Graduate Studies**  
**Application for Spring 2024**

**Background**

The Provost Faculty Fellow Program is designed to develop leadership skills at the campus level for those wishing to learn more about university-wide structures and initiatives. The Provost Faculty Fellow will participate in a range of learning opportunities by working with the provost and other academic and administrative offices across campus. The fellow will become familiar with the institutional data, the campus-wide CSU Pueblo student enrollment and completion initiatives, promotion of graduate programs, and state and national-level challenges and promising practices in graduate studies and higher education.

**Graduate Studies Promotion, Enrollment and Initiatives:**

Several highlights of the graduate school include the following:

- Communication plan for the admissions process, beginning with responses to all program inquiries, clarity on the movement of applications through the application process, and the streamlining of admission “bucket” management processes.
- Communication plan with current students, including a bi-monthly newsletter that includes spotlight sections, announcements, community resources, and external scholarships.
- Enrollment support processes, including coordination with other units on campus to support student enrollment.
- Scheduled professional learning and career advancement workshops (in conjunction with other units on campus) and book clubs.
- Outreach and recruitment efforts through partnerships with other WICHE universities, HBCUs, TRIO programs on other campuses, and other relevant industry partners.

The Fellow will work directly with the Provost and explore best-practice to promote partnerships with industry and business to broaden the scope of CSU Pueblo graduate programs. The fellow will work closely with the Graduate School’s Director of Strategic Activities and the new Professional Learning & Career Advancement Specialist to provide support and to collaborate on graduate student enrollment and persistence toward graduation. The Fellow will work with Enrollment Management and graduate program directors for outreach and recruitment efforts. The Fellow will coordinate with the program directors to ensure graduate students are aware of the resources offered under membership in the Council of Graduate Schools and the workshops offered by the GradCO.

The Fellow will attend the monthly meetings of the Colorado Graduate Schools and, if possible, attend the annual meeting of the Council of Graduate Schools.

The Fellow is expected to chair the Graduate Studies Board, attend the monthly meetings of the Extended Deans Council, Academic Council and University Leadership Team, and host a workshop to share updates with faculty and the campus community.

A written report will be completed by the end of the appointment identifying the impact of the Fellow's activities on Graduate Studies during the Fellowship appointment as well as perceived strength, challenges, and potential future direction of Graduate Studies.

**Appointments:**

The Fellow will receive a one- or two-course release time from teaching to serve in a leadership role in Graduate Studies for Spring 2024 semester to be negotiated with the Fellow, their department chair, dean and the Provost. The scope of the Fellow's duties will be dependent upon the agreed upon time commitment. Fellowship workload CANNOT be taken as an overload. Fellows will be provided with a modest discretionary and/or training budget.

The Fellow will meet with the provost twice monthly singularly and will the Graduate School staff, as necessary. In addition, the faculty fellow will be able to attend the Council of Graduate Schools annual meeting in Washington, DC, December 6-9.

**Eligibility:**

Tenured faculty members are welcome to apply for this fellow position. The application should include a C.V. and a statement of no more than two pages summarizing interest. Faculty applicants should have a letter from their department chair and a statement of support from their dean. This information also can be found at [Provost | Provost | CSU Pueblo](#). Please contact Dr. Gail Mackin ([gail.mackin@csupueblo.edu](mailto:gail.mackin@csupueblo.edu)) with any questions.

**Nomination and Selection Process:**

The call for proposals will be circulated to the faculty and the deans in September 2023. Completed applications are due no later than October 9, 2023. A review committee will rank and recommend applicants to the Provost, and all decisions will be made and applicants notified by November 1 with a start date of January 2, 2024.