



Office of the University Dean for Faculty Affairs and
Leadership Development
Office of Academic Affairs
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CUNY Office of Faculty Affairs

2023-2024 LEADERSHIP DEVELOPMENT FELLOWSHIP

CUNY is the nation's largest urban, public university, comprising 25 campuses with over 270,000 students in credit-bearing programs. The University is an integrated system of senior and community colleges, graduate and professional schools, research centers, institutes, and consortia. A successful leader at CUNY Central will need to navigate this diverse and interrelated CUNY ecosystem. This *Leadership Development Fellowship Program* aims to increase CUNY's pipeline of faculty who are well prepared to thrive and serve in an academic executive leadership role at CUNY. The program is designed to provide faculty with an interest in pursuing a career in academic administration the opportunity to explore this path and develop their administrative skill set. The fellowship will provide a platform for fellows to broaden their experience in the daily demands, expectations, and responsibilities of executive leadership positions in the CUNY system.

The Office of Faculty Affairs is a unit within the CUNY Central Office of Academic Affairs (OAA). OAA is responsible for the development and implementation of special University-wide initiatives aimed at raising academic quality, improving student success, and providing New Yorkers with equal access to quality education. For its part, the Office of Faculty Affairs aims to work collaboratively with colleagues across the university to ensure that CUNY is a place where faculty are supported and recognized for their essential contributions to our students, the university and their disciplines. The office also supports and provides training for faculty interested in pursuing positions of leadership in higher education.

Because the Office of Faculty Affairs is at the nexus of a range of academic domains at CUNY Central, the *Leadership Fellow* will be ideally situated to grow their leadership capacity in a number of interconnected academic areas. The *Leadership Fellow* will report to the University Dean for Faculty Affairs and Leadership Development, serving in the role of Assistant University Dean for Faculty Affairs. In addition to receiving mentorship from the University Dean and other members of OAA, the *Leadership Fellow* will work with the University Dean and other members of the Office of Academic Affairs to oversee and manage a number of university-wide academic efforts. While some examples of possible activities are listed here, actual activities will depend on the strategic priorities of the Office of Academic Affairs and the *Leadership Fellow's* areas of interest and expertise.

- Work with CUNY Faculty Development Consortium (FDC) to develop department chair and other professional development opportunities
- Support and lead [CUNY Innovative Teaching Academy \(CITA\)](#) efforts including:

- The New Faculty Initiative
- CITA Summer Institutes
- The CITA *Teaching Matters* series
- Assist with OAA's Transfer Initiative
- Serve on committees and task forces supporting OAA priority areas, including
 - The establishment of an academic policy repository
 - The CUNY-wide COACHE Task Force
 - The Learning Disruption and Recovery Working Group
- Attend and participate in key meetings and events such as the university-wide Faculty Affairs Advisory Board, Immersion and CUE (Coordinated Undergraduate Education) Councils, Council of Centers for Teaching and Learning Directors
- Lead special projects and support collaborative and cross-campus activities
- Participate in RFP project reviews and evaluations and program outcomes assessment and tracking
- Help coordinate the nomination and review process for the 2024-2025 Leadership Fellow
- Other assignments and projects as determined by the University Dean for Faculty Affairs and Leadership Development.

Eligibility, Compensation and Application Process

Candidates must be full-time tenured professorial rank faculty or full-time lecturers with CCE with at least seven years of experience at CUNY. Faculty from all backgrounds, abilities and experiences are encouraged to apply.

Ideal candidates will

- Possess a distinguished record of accomplishment with strong evidence of potential for academic leadership and administrative capabilities;
- Possess a strong work ethic, character and personal integrity with the ability to work with the utmost professionalism, discretion, and confidentiality;
- Show strong evidence of emerging leadership and managerial skills, with potential to lead and manage teams, and use strategic and tactical judgment to make decisions and handle various situations;
- Have strong analytical skills with experience analyzing data and budgets to drive decision-making;
- Have exceptional writing, verbal, and interpersonal communication skills with the ability to produce results as an individual contributor and as part of a team;
- Have strong presentation, consultation, and potential for group facilitation skills with experience presenting to a variety of audiences;
- Have strong organizational skills with the ability to independently establish plans and successfully execute multiple assignments with conflicting priorities

- and concurrent deadlines in a dynamic environment;
- Possess the ability to communicate and work effectively and collaboratively with diverse internal and external stakeholders from various organizations and organizational levels;
- Have experience in designing and offering professional development opportunities

While serving as the Office of Faculty Affairs and Leadership Development *Leadership Fellow*, the faculty member will receive full teaching release from their home college, but may continue appropriate departmental and college service. The *Leadership Fellow* will maintain their active and official faculty appointment and continue to receive their contractual faculty salary and benefits, but they will be on full release to serve in an administrative role at the central office for one year. In addition, the *Leadership Fellow* will receive 2/9 of their annual salary as summer salary during summer 2024. The remaining 1/3 of the summer, distributed as mutually agreed, shall remain annual leave for the faculty member. The *Leadership Fellow* may wish to continue their research through use of holidays and summer leave. The central Office of Academic Affairs (OAA) will provide the home college with funding to support the Fellow's full teaching release and summer salary.

The appointment period for the *Leadership Fellow* is one academic year, from August 25, 2023 – August 24, 2024 with an opportunity to renew for one year, if finances allow and if mutually agreed upon by all three parties- the University Dean for Faculty Affairs and Leadership Development, the Leadership Fellow and the home college.

Application Process

Applications will be accepted by the Office of Faculty Affairs through 5pm on April 10, 2023 for a Fall 2023 appointment. Finalists will be interviewed during the last two weeks in April 2023. The Leadership Fellow and their home college will be notified of the appointment in May 2023 for a one-year appointment that will start on the first day of classes of the fall semester 2023 semester, August 25, 2023 and continue through August 24, 2024.

Applications must be submitted [here](#) by 5pm on April 10, 2023.

Please combine the following documents and submit them as a single PDF file. The file may not exceed 10MB. The filename must include your last name.

- a current CV that indicates leadership and/or administrative experience
- a 1-3 page statement of interest and personal leadership goals
- a letter of recommendation from a CUNY colleague (faculty or administrator) who can speak to the candidate's leadership potential
- a letter of support and approval from the candidate's provost.

If you have questions, please email University Dean for Faculty Affairs and Leadership Development, Dr. Annemarie Nicols-Grinenko, at Annemarie.Nicols-Grinenko@cuny.edu.