

## **Administrator Fellow Opportunities 2018/2019**

### **Faculty Service Loads at UH – Towards Equity and Administrative Excellence**

#### Project Description:

As of now, limited data exists testing whether faculty service loads are equally distributed by gender and ethnicity. The extant body of research on service suggests that women are likely overburdened by “office housework” service and underrepresented in high-visibility service engagements.

The goal of this project is to comprehensively examine how service is allocated at UH, and to determine whether service allocations need to be optimized to ascertain fair and equitable service contributions. Further, this project is intended to benchmark UH processes of allocating service responsibilities to faculty members against best practices geared towards ascertaining equity and maximizing service quality.

The project is expected to be summarized in a report and presentation for Provost Paula Myrick Short. The project will be sponsored by the Associate Dean for Faculty Affairs and Research in CLASS (Dr. Dan O'Connor).

#### Learning outcomes for the Fellow include:

- Exposure to senior administrators and inner workings of the Dean and Provost's office
- Expertise on systems that can facilitate equity in service loads through benchmarking of service allocation processes at the University, College and Department level

#### Eligibility Criteria and benefits:

- Female faculty members at the rank of Associate Professor or Full Professor are encouraged to apply.
- The selected faculty member will receive an administrative stipend of \$3,000 and a teaching release through ADVANCE.

## **Achieving 50-in-5: Developing Department & College Strategic Initiatives in STEM/SBS**

### Project Description:

The University is embarking on an ambitious, groundbreaking journey to expand research outcomes by 50% in the next five years. The overall strategic plan for 50-in-5 is summarized in a presentation that can be found here (under resources, presentation entitled UH Research Preeminence: 50 in 5):

<https://fs.uh.edu/resources/>

As of now, we have set institution and college-specific goals for 50-in-5. This Administrator Fellow project will develop college and department-specific process recommendations that can be implemented to support the attainment of 50-in-5 goals.

The project is expected to be summarized in a report and presentation for Provost Paula Myrick Short. The project will be sponsored by the UH Vice President/Vice Chancellor for Research and Technology Transfer, Dr. Amr Elnashai.

### Learning outcomes for the Fellow include:

- Exposure to senior administrators and inner workings of the Division of Research and the Provost's Office
- Understanding administrative processes and systems that can contribute to faculty research productivity and output
- Expertise on best practices in enhancing research output at the department and college level
- Experience preparing presentations for senior administrators summarizing project findings

### Eligibility Criteria and benefits:

- Female faculty members at the rank of Associate Professor or Full Professor are encouraged to apply.
- The selected faculty member will receive an administrative stipend of \$3,000 and a teaching release through ADVANCE.

## Increasing TARU/AUU-relevant awards for UH faculty

### Project Description:

In order to increase UH's national competitiveness as a research institution, attaining national awards is critical. For instance, receipt of specific national awards is among the criteria for membership in the Association of American Universities (an Association consisting of the top 62 institutions in the United States). Even though some UH faculty receive nationally significant awards relevant for AAU membership on an annual basis, there is not yet a systematic, campus-wide process that governs how UH encourages and supports faculty in applying for these awards. Hence, the goal of this project is to (a) identify processes that can be used at UH to systematically identify faculty eligible for national awards and (b) propose mechanisms that can be created to ensure eligible faculty members submit highly competitive applications.

The project is expected to be summarized in a report and presentation for Provost Paula Myrick Short. The project will be sponsored by the UH Dean of the Graduate School, Dr. Sarah Larsen.

### Learning outcomes for the Fellow include:

- Exposure to senior administrators and inner workings of the Provost's office and the Graduate School
- Understanding what types of faculty awards are relevant for UH aspirations to enter AAU
- Opportunity to be involved in creating a strategy and process for enhancing UH Faculty award attainment

### Eligibility Criteria and benefits:

- Female faculty members at the rank of Associate Professor or Full Professor are encouraged to apply.
- The selected faculty member will receive an administrative stipend of \$3,000 and a teaching release through ADVANCE