



WESTERN MICHIGAN UNIVERSITY
Graduate College

WMU Graduate College Faculty Fellow Position

The Graduate College seeks applications for the position of **Faculty Fellow for Graduate Student Professional Development**. The Fellow will work collaboratively with the dean and staff of the Graduate College to develop a formal program for graduate students focused on mentoring, professional preparation, and student success. The fellow will coordinate with other offices across campus to develop an engaging, comprehensive, and sustainable program that benefits graduate students at WMU.

The Faculty Fellow for Graduate Student Professional Development will support the Graduate College Strategic Plan and promote the WMU Strategic Plan priorities. The professional development program will support academic excellence by helping graduate students cultivate skills needed for success at WMU and beyond; community building by gathering graduate students for support and belonging; diversity, equity, and inclusion by creating programming that advances all students; research and creative scholarship by supporting creation and dissemination of student scholarly work; and well-being by helping graduate students thrive in graduate school.

The faculty fellow will participate in ongoing Graduate College efforts and will have the opportunity to develop and coordinate new efforts. Key duties will be in person and will include the following:

- Develop new Graduate College professional preparation and development efforts
- Coordinate with other professional development offerings within the Graduate College and across the university
- Develop resources for faculty on mentoring graduate students
- Explore and advance student success programs for graduate students
- Select and supervise a graduate assistant who will assist with programming during the academic year
- Participate in Graduate College activities, including staff meetings, graduate advising meetings, and student events.

Candidates for this position are WMU tenured faculty looking to develop their leadership skills, while making a significant contribution to graduate education at WMU. This is a one-year position, beginning Summer I 2024. The faculty fellow will be given a 5.5% non-instructional appointment for Summer I and for Summer II and will receive a 3-credit workload assignment in both Fall and Spring. The Graduate College will provide the summer funding and buyout funds for the department/school equivalent to the minimum part-time instructor per credit hour rate and based on actual expenses.

Complete applications should include a current vita and a letter of interest that clearly addresses the candidate's qualifications, experience with graduate student professional development and mentoring, and successful implementation of a project related to graduate education. A letter of support from the applicant's chair or director indicating support of the workload assignment will be requested for finalists, along with the names and contact information of two other references.

Please email all application materials to Dean Christine Byrd-Jacobs (christine.byrd@wmich.edu) by January 19, 2024.