



PennState

OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST Information for Administrative Fellow Applicants for 2017-2018

Dr. Nicholas P. Jones serves as Executive Vice President and Provost for Penn State.

The Office of the Executive Vice President and Provost (provost.psu.edu) is responsible for all of Penn State's academic units (colleges, schools, and campuses), as well as major academic support units, including Undergraduate Education, University Libraries, Information Technology Services, Educational Equity, Affirmative Action, Global Programs, Online Education, and Academic Affairs. The Provost is Penn State's chief academic officer and acts as chief executive officer in the President's absence.

The Provost works closely with the President, other vice presidents, the vice provosts responsible for key functional areas, the deans of academic colleges and other units, academic staff, the University Faculty Senate, and various committees in setting overall academic priorities for Penn State, and allocating funds to move priorities forward. The Provost also leads Penn State's strategic planning efforts and regularly reviews the University's mission, vision, core values, and priorities.

The Office of the Executive Vice President and Provost is routinely involved with academic affairs, teaching and learning, strategic planning and institutional assessment, enrollment management, resource allocation, international programs, information technology services, educational equity, outreach and online education, facilities planning, and other functions across all Penn State campuses. Priorities include assessing academic programs, encouraging greater engagement in teaching and learning processes, increasing multidisciplinary collaborations, building and sustaining links between research and teaching, fostering diversity, and increasing interactions among representatives of campuses and colleges.

The Provost works closely with the University Board of Trustees, particularly with the Committee on Governance and Long Range Planning and the Committee on Academic Affairs and Student Life. Externally, the Provost works with various advisory groups and organizations such as the Big Ten Academic Alliance and the Association of American Universities.

An Administrative Fellow in the Office of the Executive Vice President and Provost will have opportunities to get involved with projects related to many facets of higher education, including academic leadership, research excellence, strategic planning, diversity and inclusion, and the effects of technology on contemporary teaching and learning.



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SENIOR VICE PRESIDENT FOR FINANCE AND BUSINESS/TREASURER Information for Administrative Fellow Applicants for 2017-2018

David J. Gray serves as Senior Vice President for Finance and Business/Treasurer at Penn State.

Finance and Business (fandb.psu.edu) is a service organization that provides support to students, faculty, staff and the public and is responsible for the planning, management, and accountability of the University's financial, physical, and human resources. It is comprised of the following: Auxiliary and Business Services, Commonwealth Operations, Corporate Controller, Diversity and Inclusion, Enterprise Project Management, Ethics and Compliance, Finance and Business at The Milton S. Hershey Medical Center, Human Resources, Internal Audit, Investment Management, Physical Plant, and Police and Public Safety.

Finance and Business has a vision to ensure the physical and fiscal integrity of Penn State through quality service and quality people. Its organizational leader, the Senior Vice President for Finance and Business/Treasurer, is responsible for the management and control of the financial and physical resources of the University, both for operating and capital purposes. All matters relating to the University's financing or financial condition fall under the purview of Finance and Business. As Treasurer, the Senior Vice President for Finance and Business/Treasurer, accepts all gifts, grants, and contracts on behalf of the University via the associate and assistant treasurers, as well as has fiduciary responsibility for the University's investments.

The Finance and Business units have administrative responsibility for a great variety of functions. These include (but are not limited to) accounting, bursar and risk management; budget preparation and maintenance; banking and case management, planning and control; contracts and agreements; finance; investment administration; employment and compensation; employee benefits programs; general construction planning; management of facilities, property, and infrastructure; environmental health and safety services; parking and transportation; housing and food services; procurement and materials management; document services; trademark licensing programs; fleet operations; hospitality services; police services; and internal auditing.

Finance and Business actively pursues five strategic priorities consistent with its 2014-2018 strategic plan (<http://fandb.psu.edu/strategic-plan>). The five-year strategic plan focuses on updating and modernizing business processes, advancing workforce diversity, streamlining and optimizing services, transforming information technology services, and revitalizing Finance & Business's workforce.

Due to the broad range of responsibilities in Finance and Business, the Administrative Fellow will be exposed to many facets of the University's support areas, financial considerations, strategic priorities, and issues surrounding sound fiscal management in higher education. Numerous opportunities exist to participate in special ad-hoc, operational task forces and steering committees.



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VICE PRESIDENT FOR RESEARCH Information for Administrative Fellow Applicants for 2017-2018

Dr. Neil A. Sharkey serves as Vice President for Research at Penn State.

The Office of the Vice President for Research (research.psu.edu) is responsible for overseeing and providing strategic direction for the University's research and research infrastructure. The Office supports a wide range of rigorous faculty and student research and creative accomplishment across all colleges and campuses and strives to enhance the environment for scholarly and artistic endeavors. Seeking to ensure the highest standards of quality and professional conduct, the Office is charged with the effective administration of sponsored programs that provide the financial support for a substantial share of the University's total research activity.

The Vice President for Research frequently serves as the University's advocate and spokesperson on research issues, and as its representative in activities likely to produce major new research programs or facilities. An important component of the mission of the Office of the Vice President for Research is to facilitate strong programs for interdisciplinary research. The Office also serves as a catalyst for economic growth through development of Innovation Park at Penn State, sponsorship of cooperative initiatives to enhance technology utilization, and transfer of University-developed technologies for commercialization. The Office informs its internal and external constituents of research accomplishments through publication of the annual report, and popular reporting on faculty and graduate student research in *Research/Penn State* and other venues.

There are numerous activities in which an Administrative Fellow may participate during the 2017-2018 year. Activities in the Office of the Vice President for Research will continue to focus on the social and behavioral sciences, cyber science, life sciences, materials science, and energy and environmental research; integration of the arts and humanities into the aforementioned areas; more robust infrastructure for technology transfer, commercialization and industry partnership; better and more extensive internal and external research communications; accelerated growth of research at the Commonwealth Campuses and strong pursuit of the University's strategic imperatives.