



University Administration Support Program

Supported by the Carnegie Corporation of New York



IREX
Make a Better World

(International Research & Exchanges Board)

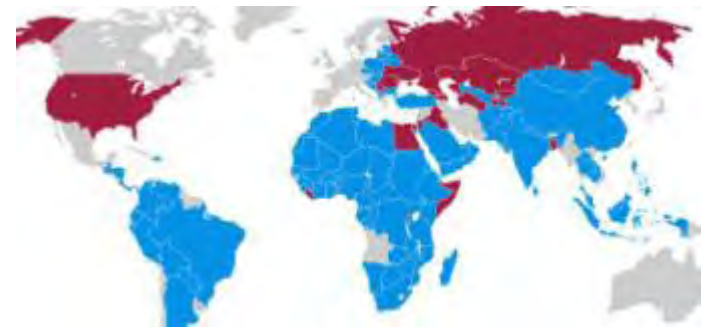
IREX

IREX is an international nonprofit organization providing thought leadership and innovative programs to promote positive lasting change globally. We enable local individuals and institutions to build key elements of a vibrant society:

- quality **education**
- independent **media**
- strong **communities**

IREX

- Founded 1968
- Annual portfolio of over \$60 million
- Field offices in 27 countries
- Over 40 years experience administering research support programs in Eastern Europe and Eurasia
- Activities in more than 100 countries
- More than 500 staff worldwide



EDUCATION

Education supports economic development, social reform, and civic participation within a society and provides the foundation for tomorrow's leaders.

IREX designs programs and provides consulting to support lifelong learning starting at the primary and secondary levels, continuing through higher education, and including professional training.



Benefits to Working with IREX

- IREX has relationships with over 500 universities and colleges, and uses a customized approach to place researchers at host universities and research centers that support their academic and professional goals.
- IREX fosters **professional development** through training on topics such as:
 - Leadership skills
 - Higher education management
 - Career development
- Participants can increase their professional and international networks through collaboration with other program participants.

University Administration Support Program (UASP)

- Designed by IREX
- Supported by the Carnegie Corporation of New York
- Established in 2001
- Provides short-term training for **mid and senior-level university administrators** from Eurasia and Africa to spend approximately **8 weeks** with counterparts at respected **U.S. public universities** to work on specific reform projects to **strengthen university management capacity**.

UASP also:

- Supports international universities in implementing administrative and management reforms
- Builds and develops partnerships between international and US universities
- Encourages knowledge transfer to reach a wider community of universities and managers
- Supports university managers' integration into the global education reform community



UASP Impact

- Over 107 senior university administrators completed an 8-10 week management training program at a US public university
- Over 30 UASP alumni and their institutions received funding for small grants to jump-start reform projects at their home universities
- More than 300 peer-to-peer management trainings for Eurasian colleagues have been developed

UASP is open to **administrators at eligible universities** who:

- Are able to **converse independently** in English in order to work in the United States and engage colleagues;
- Are committed to **management reform** and writing a case study on a topic of university administration while in the United States;
- Hold a full-time position with the title of **Vice-Rector, Vice-Chancellor, Dean, Vice-Dean, Department Chair**, or working in an equivalent management position focusing on higher education reform in the **Ministry of Education**.

The list of eligible universities is provided in the in the Application Instructions

UASP Management Topics

- Admissions Management
- Alumni Relations
- Campus Life/Student Services
- Community Relations
- Corporate Relations
- Fundraising/Development
- Government Relations
- Academic Department Management
- Human Resources Management
- International Relations
- Research Management
- Strategic Planning
- Tech Transfer
- University Financing
- University Governance/Trustees

US Host Institutions



- Participants are affiliated with administrative departments of US public universities appropriate to their selected management interest
- Participants are matched with a mentor who will introduce them to the system of administration at US universities

UASP Provides

- J-1 visa support for the period of the program
- Round-trip travel from fellows' home cities to the US host institutions
- Accident and sickness insurance
- Housing and \$40/day daily allowance for meals and incidentals
- Professional development allowance of \$1000 for educational materials, professional conferences and membership in US professional associations
- Leadership and management training workshop in Washington, DC at the start of the program
- Two-day case study presentation workshop in Washington, DC at the conclusion of the program

UASP Case Studies and Pilot Project Grants

- Participants author short articles or case studies, presenting models for university management change based on their experiences in the United States
- Based on the results of their case study, interested participants create a proposal for a Pilot Project Grant to support targeted institutional change at their home university

UASP Alumni Activity



- Kweku Osam has recently accepted the position of Pro-Vice Chancellor of Academic Affairs at the University of Ghana. In addition to his responsibilities overseeing the university's academic activities, he has also prioritized faculty development and training activities, which he focused on during his UASP fellowship at the University of Central Florida.

UASP Alumni Activity

- Through a Pilot Project Grant, Felicia Takrama created a administrative reform project to increase the involvement of alumni of the University of Education, Winneba in local and district chapters of the Alumni Association. The project is reaching out to alumni to create at least 30 district chapters to provide training and networking opportunities for alumni.



UASP Timeline

- May 1, 2012: Application deadline
- June 2012: Semi-finalists interviews and Finalist notification
- Mid September – Mid November 2012: Cohort I Fellowship in the United States
- Late January – Late March 2013: Cohort II Fellowship in the United States

UASP Selection Criteria

(in order of importance)

1. Appropriateness of the applicant's position within the university to influence management practices in the selected topic.
2. Relevance of the selected managerial topic to the university's or ministry's priorities.
3. Prior management experience of the applicant.
4. Thoroughness and relevance of applicants answers to application questions.
5. Ability to converse independently in English.

A Complete Application Must Include:

- ✓ *A completed Application Form*
- ✓ *Curriculum Vitae (CV)*
- ✓ *Letter of Support from the Rector of your Home Institution*
- ✓ *Organization Chart of your Home Institution's Administrative Structure*

Each of these items must meet the criteria outlined in the Application Instructions.

UASP Application Deadline

is Tuesday, May 1, 2012 at 5 PM
(Washington, DC time)

An electronic copy of the application along with all of the supporting documentation must be emailed to
uasp@irex.org

Incomplete applications will not be considered.

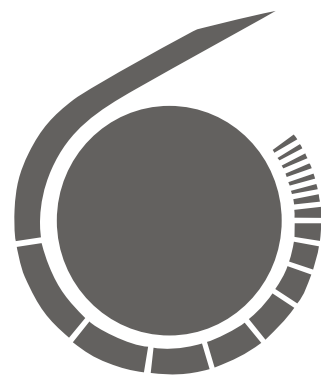
Questions?

May be addressed to IREX staff at uasp@irex.org

Application Deadline:

5 PM, May 1, 2012

(Washington, DC time)



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