

# Administrative Immersion Program

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Over the last 12 years, Collin College has offered full-time employees with master's degrees various opportunities to develop academic leadership skills through the Academy for Collegiate Excellence (ACE), Administrative Immersion Fellowships, and other professional development opportunities. The goal of these opportunities was to develop internal talent and to build administrative capacity within the college.

In 2016, Collin is launching a more in-depth opportunity for administrative development, the Administrative Immersion (AI) program. One or more appointments will be made to administrative-level positions for a period up to two years, to be evaluated on a regular basis. Appointments will be recommended by members of the Leadership Team to the District President based on administrative needs within the college.

Expected outcomes will include refined leadership and supervisory skills and enhanced knowledge of college systems and processes.

- Leadership skills such as:
  - ✓ Professional communication – written and oral
  - ✓ Establishing meaningful, measurable goals
  - ✓ Managing projects and delegated tasks
  - ✓ Ownership of institutional priorities
  - ✓ Ability to make difficult decisions based on institutional data and Collin's Core Values
  - ✓ Courage and good judgment when carrying out administrative duties
  - ✓ Strong work ethic
- Essential elements of THECB and SACSCOC requirements
- Budget development; Business Office processes; and financial decisions executed by administrators
- The College's Board policies and Human Resources procedures that guide administrative decisions and actions
- Student and academic processes and procedures
- The College's marketing philosophy and Public Relations processes
- Institutional research, program assessment, and data informed decision-making

All Administrative Immersion assignments will include:

- mentoring by a key leadership team member and other content experts in critical administrative areas;
- completion of a supervisory practicum facilitated by Human Resources/ Professional Development; and
- participation in key professional development courses or conferences related to supervision and leadership.

## FAQS – Administrative Immersion (AI) Program

- 1. How will employees be identified to participate in the AI program?** Individuals selected to participate in the Administrative Immersion and Mentoring (AI) program will be identified and recommended by member(s) of the leadership team, and will include employee(s) who have demonstrated leadership and other unique skills and abilities through a variety of opportunities available on campus, such as their service as a sponsor of student organizations, through committee assignments, through interim assignments, and through outstanding performance in their primary role at the college, etc.
- 2. How will AI assignments be generated?** The number and type of immersion assignments will vary based on the needs of the college, considering succession planning gaps, capacity gaps, significant operational changes/special projects, etc. An AI assignment may be for a new position to cover an unmet need in the college or as an interim assignment to cover a vacancy.
- 3. Are AI assignments paid assignments?** Yes. AI assignments are for a period of up to 2 years in length will be paid at the base compensation rate established within the compensation plan for the full-time assignment.
- 4. What happens at the end of the two-year assignment?** At the end of the assignment, the individual will return to his/her prior position (or a similar position if the original position was eliminated or filled). Based on administrative needs, the immersion position may be converted to a full-time regular position and opened and posted. The immersion participant may apply for the open position. It is possible that an AI position could be opened to rotate among immersion candidates—up to two years for consecutive candidates.
- 5. If the individual in the AI program is a faculty member, does the assignment count toward a multi-year contract?** No. Only full-time assignments as professor count toward the application for a multi-year contract.
- 6. How will an AI assignment benefit the employee being immersed into a new role?** The immersion assignment will offer the opportunity to gain new skills, insight, and an in-depth understanding of administrative assignments within the college, with the hands-on professional challenge of addressing critical needs of the college in an administrative area.
- 7. How will an AI assignment benefit the college?** Placing high potential employees into an immersion assignment will help the college build bench strength for critical roles within the college and prepare the college for future growth and expansion.
- 8. Will an employee that is placed in an AI assignment be evaluated on his/her performance in the immersion role?** Yes, at regular intervals throughout each immersion assignment, the employee will be evaluated on his/her performance in the immersion role. Regular feedback is especially important to help ensure these employees stay on track and are successful.
- 9. What if I am interested in participating in a leadership development program, such as the AI program, but haven't been invited to participate?** If you believe you have the academic preparation and leadership abilities to be of benefit to the college through advanced administrative leadership opportunities, you are encouraged to make your interest known to the appropriate Leadership Team member for future consideration.