I'm pleased to announce the availability of funds from the Chancellor's Innovative Fund to provide up to ten administrative internships during the 1974 spring and summer sessions.

The internship program is planned to provide administrative experience to individuals who would not ordinarily be prepared to assume campus administrative responsibilities, based on prior educational and/or work background, but who nevertheless show promise for such assignments. Although not restricted to any particular category of individuals, it is expected that adequate consideration will be given to minority candidates and/or women.

The campus work experience under this program can be either diverse or quite specialized, depending upon the interests and talents of selected candidates and the needs of the campus itself. To allow for campus flexibility, no rigid program format is required. In general, however, campus proposals for funding under this program should indicate the kind of administrative assignment an intern would be given, how this assignment fits into the current and long-term plans of the campus, how continuing evaluation of performance and learning will be provided, and some indication of the intern's possible assignment upon successful completion of the program.

In submitting individual campus recommendations, please submit reasons for supporting the nominee, including an evaluation of the nominee's potential for success in higher education administration, some evaluation of such characteristics as commitment, previous experience and ability, a summary of the nominee's educational attainments, and an indication of the financial support necessary. We assume that salary and fringe benefits for any one individual will not exceed $6,000 for the period defined.

Proposals from interested campuses for the assignment of one of the internships should be forwarded to Ken MacKenzie by December 15. The proposals will be reviewed by a select committee made up of campus and central staff members, and final decisions will be made by January 15.
Funding of internships can begin immediately upon approval of a proposal and identification of the intern involved.

Although we have assurances for funding of this experimental program only for the period indicated, we do hope it can be continued.

Thanks very much.

Ernest L. Boyer

This memo addressed to:
Presidents, State Operated Campuses