

Alumni Fellows Recognition Program

Responsibilities and Expectations

Updated 2022

The goal of the Alumni Fellows program is to reconnect distinguished alumni to Oregon State University in order to share their experiences and wisdom with alumni and current students, as well as build stronger ties with faculty and their alma mater. The OSU Alumni Association honors Fellows every other fiscal year and looks forward to working closely with each college to make this a memorable and meaningful experience for their honoree.

The following outlines the key expectations and responsibilities of OSUAA and each college hosting an Alumni Fellow.

OSU COLLEGES AND DEPARTMENTS:

- 1. Alumni Fellow Nominations:** Each college is welcome to nominate an individual as a Fellow. If a unit (not college) on campus would like to nominate an individual, we ask that they work in partnership with the person's graduating college to submit the nomination. Due to this, there may be more than one Fellow per college. The alumni association will choose the top candidates submitted each year to be named as a Fellow – it is not guaranteed that every college will have a Fellow.
- 2. Podcast and online presentation:** Each Fellow will be asked to participate in a “podcast” with one or more Alumni Fellows from different units. The podcast will consist of an audio recording in an interview/group discussion format on a topic related to their area of expertise, career or volunteer work in the Portland community. This podcast is an opportunity for the Fellow to showcase their knowledge and expertise and potentially a time to speak with students and OSU faculty. The podcasts will be recorded this winter.

We will also ask the Fellows to participate in an online program in April. This Zoom presentation will feature all Alumni Fellows together with OSU leadership. We will introduce the Fellows to the OSU community, congratulate them for being chosen as a Fellow and reference the recorded podcasts that area available to listen to on-demand. **These two events are required components of being chosen as an Alumni Fellow.** The colleges/units are encouraged to let their nominees know of these requirements and confirm their willingness to participate.

- 3. Itinerary development:** Each college is encouraged to engage with the Fellows throughout the year and/or into the next fiscal year – as new Fellows will be chosen in FY 24-25. Some activities the college may consider include:
 - Meet one-on-one with the dean and/or faculty members.
 - Attend a student-led campus tour.
 - Invite the honoree to attend a class or lecture.
 - Interview the Fellow for a college newsletter, Zoom presentation or other college materials.
 - Opportunities to socialize with current students and faculty within the college. This could be a breakfast or lunch social, an afternoon reception or other social event.
 - Invite the honoree to deliver a guest lecture/seminar (or performance such as small concert) with promotional messaging noting they are a 2023 Alumni Fellow.

The above list includes activities that have been implemented by colleges in the past. Each college is encouraged to maximize the opportunity to engage with their Fellow and to coordinate strategic connections for the mutual benefit of the college and their Fellow.

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- 4. Promoting and attending celebrations:** The nominating colleges are asked to attend and co-promote the 2023 Alumni Fellows podcasts and online presentation. The OSU Alumni Association will provide marketing materials to aid in event promotion. The college is also encouraged to invite key faculty, development officers and/or students/alumni to join them at the events. If the college/unit would like to invite the Fellow to campus or travel to Portland to visit with the Fellow, they are responsible for any associated costs.
- 5. Gift basket:** Contributing items for the Fellow's gift basket that are related to OSU and/or the college. Gift baskets will be sent after the main online presentation in April 2023.
- 6. Logistics, communication and coordination with the OSUAA:** We ask that each college designate a point of contact to work closely with the OSUAA on:
 - a. Marketing and promotions of all Alumni Fellows events
 - b. Identifying guests to be invited to all Alumni Fellows programming
 - c. Keeping the OSU Alumni Association up to date on any additional college-planned and coordinated events and meetings related to the Alumni Fellow.

OSU ALUMNI ASSOCIATION:

- 1. Podcasts and online presentation:**
 - Co-plan, sponsor, manage and promote the Alumni Fellows podcasts and online presentation in April.
 - Develop marketing materials and a marketing toolkit to aid in college/unit promotions.
- 2. Event production, promotion and expenses:** the OSUAA will cover the expenses related to the following:
 - Plan and produce podcasts with the Alumni Fellows as well as an online presentation with colleges, OSU leadership and all Fellows.
 - A celebratory gift to be given to each Fellow in recognition of the achievement of being named an Alumni Fellow.
 - Contribute items for each Fellow's gift basket and cover the associated shipping costs.
- 3. Logistics, communication and itinerary coordination:**
 - Serve as the point of contact for the Fellow on all points related to the podcasts and presentation.
 - Work closely with the nominating college's designee on itinerary development and ideas for engagement activities with each Fellow.