UTAH VALLEY UNIVERSITY

INNOVATION ACADEMY

Faculty Externship Champion

Expectations & Guidelines

Role Overview

Faculty Externship Champions support the Summer Faculty Externship Program by providing peer guidance to faculty who need assistance identifying external partners, shaping externship project ideas, and understanding program expectations.

Core Responsibilities

Champions are expected to:

- Meet with interested faculty to:
  - Brainstorm potential external partners
  - Discuss feasible externship project ideas
  - Answer general "what to expect" questions about the program
- Share personal externship experiences and effective practices.
- Present briefly at scheduled Spring semester lunch-and-learn sessions, information sessions, or trainings.

How Participation Is Tracked

Your engagement as a Faculty Externship Champion is tracked by **participation**. Each program-related activity counts as **one participation**. Participation will be tracked via the **Participation Log.**

*Note: Presenting to a group (e.g., lunch-and-learn) counts as **one participation**, not per attendee.*

Stipend Structure

- **20 participations = $1,000 (maximum stipend)**
- Partial participation is compensated proportionally
  - Example: 5 participations = $250

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Logging Your Participation

- Record each participation using the provided **participation log**.
- Faculty name or events are required in log.

Logistics & Coordination

- Faculty Externship staff will:
    - Refer interested faculty to Champions based on responses to the interest and support survey
    - Organize, coordinate and manage all logistics for faculty externship trainings and events
- Champions will:
    - Contact referred faculty and schedule 1:1 support meeting
    - Encourage and invite peers to participate in the externship program
    - Attend scheduled trainings and invite peers to participate
    - Prepare and deliver personal accounts aligned with training topics, objectives and program goals

Timeframe

Service period: **Spring 2026 semester**

JAN-APR

- Champions provide support
- Champions participate in two Lunch & Learns

APR-MAY

- End of Champions' services
- Champions submit their Participation Log

MAY-JUNE

- Champions receive compensation