

Provost's Staff Leadership Academy

Last year the Professional Development/Job Satisfaction Committee of the Great Places to Work Initiative, in conjunction with the Office of Human Resources, launched the Provost's Staff Leadership Academy. This program was designed to augment other staff development initiatives including Introduction to Supervision courses offered by Human Resources, Successful Supervision and Unit Business Manager Training offered by the Delphi Center.

At the Committee's request, Provost Shirley C. Willihnganz agreed to sponsor the Provost's Staff Leadership Academy as part of our efforts to promote a culture of excellence at UofL. The program is designed to give participants knowledge related to university administration and to assist them in developing leadership qualities which will prepare them for future leadership roles.

- **Academy Mission**

The leadership academy is intended to help UofL staff understand and develop leadership qualities which they can apply in current and future positions at the university. Participants will learn about leadership and explore their strengths and opportunities in managing ideas and people.

- **Academy Structure**

The academy will consist of a mandatory welcome orientation, eight monthly workshops on leadership topics, group work to complete a capstone project, mentor meetings, and graduation. The leadership academy will kick off with a mandatory welcome orientation on January 20, 2015 from 1:30 p.m. to 3 p.m. Most workshops will last three hours (with time allotted for group work and questions) and will take place between 1:30 p.m. and 4:30 p.m. on the second Tuesday of the month beginning February 9, 2015 and ending October 13, 2015.

There are two exceptions to this schedule. The June 9, 2015 session will be scheduled for four hours to give participants time to review and understand the results of their Myers-Briggs Type Indicator (MBTI) assessment. The October 13, 2015 session will be scheduled for four hours to give participants time to present capstone projects and to be recognized for program completion.

- **Academy Cost**

This program is free to participants.

- **Participant Criteria**

Ideal candidates are staff who serve or have served in supervisory or project management roles and have demonstrated an interest in learning about leadership. These candidates are forward thinkers who possess strong communication and critical thinking skills. They should also exceed expectations consistently and have completed one or more of the following: Unit Business Manager Training, the Successful Supervisor Series, or Introduction to Supervision.

- **Application / Nomination Process**

In order to be considered a candidate for the Provost's Staff Leadership Academy, the following criteria must be met:

1. The prospective candidate must write a letter of interest to their department chairperson or director requesting approval for their participation in the leadership academy.
2. The prospective candidate's chairperson or director must then write a letter to their vice president or dean recommending the employee to the leadership program.
3. The vice president or dean must sign the chairperson or director's recommendation letter indicating their endorsement of the candidate's participation in the program.

Note: The prospective candidate must secure the aforementioned documentation and signatures in order to be eligible to apply for the leadership academy.

- **How to Apply**

1. Go to [Provost's Staff Leadership Academy Application](#)
2. Select *2015 Provost Staff Leadership Academy (Internal Nominations Only)*
3. Enter your existing UofL User ID and password
4. Complete the application (voluntary demographic self-disclosure is not required for this program)
5. Please attach the following documents to your online application: letter of interest, current resume, and letter of recommendation. **Note:** If any of the attachments are missing, the application will be considered incomplete and the prospective candidate will not be eligible.

- **Application Deadline**

Application materials must be submitted through [Consensus](#) by Monday, October 6, 2014 for priority consideration. Applications will be reviewed by HR staff and previous graduates of the Provost's Staff Leadership Academy. Selected participants will be notified by letter through campus mail.

- **Participant Responsibilities**

Participants will be asked to commit to regular workshop attendance (no more than one absence). They will be responsible for reading any materials and completing any assignments that are associated with the leadership academy. They will also be required to complete and present a group capstone project. Finally, participants are also encouraged to meet with their assigned mentors.

- **Mentor Criteria**

Mentors will be University of Louisville senior staff members or administrators who volunteered to be a part of the program. Mentors will review applicant documents and select a mentee based on shared goals and interests. Human Resources will solicit the university community requesting volunteers for the mentor pool.

- **Capstone Project**

Participants will complete a group capstone project and present their final product in October at the graduation ceremony. Capstone projects will be approved in advance of project start. There will be four groups of participants and each group will complete a different project.

You may direct questions regarding the Provost’s Staff Leadership Academy to the following individuals:

- **Brett Steele, Training Coordinator, 852-6698**
- **Mary Elizabeth Miles, Director of Staff Development & Employee Relations, 852-6688**

As co-chairs of the Great Places to Work Initiative, we are pleased to support the launch of the Provost’s Staff Leadership Academy and confident that it will help contribute toward a culture of excellence in which the university “invests” in its employees through meaningful staff development opportunities.

Sam Connally
Vice President
for Human Resources

Tracy Eells
Vice Provost
for Faculty Affairs

Mordean Taylor-Archer
Vice Provost
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