

Provost's Staff Leadership Academy

The Professional Development/Job Satisfaction Committee of the Great Places to Work Initiative, in conjunction with the Office of Human Resources, has developed a pilot leadership program for staff employees. This program will augment other staff development initiatives including Introduction to Supervision courses offered by Human Resources, Successful Supervision offered through the Delphi Center, and Unit Business Manager Training offered through the Delphi Center.

As part of the GPTW Initiative, which is a signature initiative of the Provost, and at the Committee's request, Provost Shirley C. Willihnganz has agreed to sponsor the Staff Leadership Academy as part of our efforts to promote a culture of excellence at UofL. The Staff Leadership Academy will consist of nine monthly workshops as described in this announcement, and the inaugural class will begin in September 2013 and end in May 2014. The Staff Leadership Academy will parallel a new Academic Leadership Program, also sponsored by the Provost, that will be launched in Fall 2013 and offered through the Delphi Center – providing new meaningful leadership development opportunities for both faculty and staff leaders.

Participants will receive a framed certificate upon completion of the program. The program is designed to give participants knowledge related to university administration and help them develop abilities as manager that will better prepare them for future leadership roles or promotion with the University. It also will add value to current job performance in any unit.

- **Academy Mission**

The Staff 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 weaknesses in managing ideas and people. This exposure will help them to understand that leadership is a choice.

- **Academy Structure**

The academy will consist of monthly workshops on leadership topics and regularly scheduled mentoring with senior staff members or administrators. Most workshops will last 90 minutes and will take place between 2:30 and 4:00 p.m. on the second Tuesday of the month beginning September 10, 2013.

There are two exceptions to this schedule. The December 10, 2013 session will be scheduled for 3.5 hours to give participants time to review and understand the results of their StrengthsFinder assessment. The May 13, 2014 session will be scheduled for 3 hours to give participants time to present capstone projects that demonstrate their understanding of leadership, and to recognize program completion.

Workshop locations will move to allow participants to experience more of UofL than they would if it were in the same place each month.

- **Academy Cost**

The pilot program is free to participants and their units. However, to sponsor a participant, the employee's nominating dean or vice president must provide a senior academic or administrative staff member from the respective college, school, or division to serve as a volunteer "mentor" to another program participant.

- **Participant Criteria**

Ideal candidates will be staff who have demonstrated an interest in learning about leadership and have demonstrated strong management skills such as planning, organizing, motivating and controlling. Examples of candidates who might benefit from this program include staff employees who have completed Unit Business Manager Training, who have completed Successful Supervision, or who already serve in program coordination or supervisory roles and who aspire to build their careers within UofL.

Academy graduates will be important members of the UofL community in providing continuity and leadership as senior leaders retire or leave for other opportunities and in helping to improve retention and morale among fellow staff members.

- **Application / Nomination Process**

For the pilot program, the GPTW Professional Development/Job Satisfaction committee will select 24 participants from vice president- and dean-nominated staff members and will match them with mentors based on shared goals and interests. Nomination materials will include (1) a written statement of interest from the employee that outlines why she or he wants to participate, (2) a copy of the employee's current resume; (3) a written recommendation from the employee's current department chair or director, with the concurrence of the employee's respective dean or vice president.

Application Deadline: Application materials must be submitted to Staff Development & Employee Relations at StaffDev@Louisville.edu by close of business, Thursday, August 1, 2013 for review by the GPTW Professional Development Committee. Selected participants will be notified of acceptance by Thursday, August 8, 2013.

- **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 academy. They also will be responsible for completing and presenting a group capstone project for the benefit of the UofL community that makes use of their newly acquired knowledge. The Executive Leadership Team will approve the capstone project(s) in advance of project start.

- **Mentor Criteria**

Mentors will be senior staff members or administrators who have been appointed by vice presidents and deans. Mentors will be teamed with academy participants from units other than their own.

- **Mentor Responsibilities**

Mentors will commit to meeting/communicating regularly (ideally no less often than monthly) with the staff members with whom the GPTW Professional Development/Job Satisfaction committee matches them. If they have not participated in a formal mentor relationship before, they will be expected to review training material on mentoring. They also will agree to attend two sessions: the session at which participants receive results of their StrengthsFinder assessments and the session at which participants present their capstone projects. (GTPW also will invite participants' deans, vice presidents and immediate supervisors to the capstone project presentation.)

- **Ongoing relationship**

GPTW anticipates that academy participants will develop relationships with each other that they will want to maintain after program completion. While GPTW acknowledges that participants likely will do so on their own, to help maintain a cadre of leaders at the university, graduates will be able to stay in contact via listserv, LinkedIn or other means to be determined.

See application and nomination forms under the heading "Provost's Staff Leadership Academy" at www.louisville.edu/hr/itemsofinterest. You may direct questions regarding the Staff Leadership Academy to any of the following individuals:

- Sande Johnson-Byers, GPTW Professional Development Committee Co-Chair, 852-4314
- Janene Zaccone, GPTW Professional Development Committee Co-Chair, 852-1104
- 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 staff employees through meaningful staff development opportunities.

Sam Connally
Vice President
for Human Resources

Tracy Eells
Vice Provost
for Faculty Affairs

Mordean Taylor-Archer
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for Diversity & Int'l Affairs

