

2010-2011 BGSU LEADERSHIP INSTITUTE

Greetings BGSU Administrative Staff Member:

Thank you for your interest in the Bowling Green State University (BGSU) Leadership Institute. The BGSU Leadership Institute is intended to prepare administrative staff for increased leadership responsibilities in their careers. Through an examination of contemporary leadership theory and practice, participants will gain a greater understanding of the complexities of higher education administration. A sophisticated understanding of how BGSU and higher education institutions function will enable participants to incorporate systems-thinking and broader strategic considerations into their daily management and leadership practices.

Wondering if you should participate? Be sure to apply if you have an interest in increasing your knowledge of BGSU programs and services, expanding your understanding of cross-divisional collaboration, exploring leadership styles and skills, assessing management styles and practices, and interacting with highly engaging staff and faculty members.

Participants also will learn about their strengths and developmental needs through individual assessments and involvement with group projects. Throughout the year-long Institute, participants will engage in an exchange of creative ideas and best practices, while building collaborative relationships among Institute colleagues through shared learning experiences.

The 2010-2011 Institute is comprised of nine day-long sessions on the following dates: September 22, October 20, November 17, December 15, January 19, February 16, March 23, April 20, and May 18. **All participants must attend, actively participate in, and complete assignments for every session.**

Below are the criteria for the Institute and the application process:

1. Be a *current BGSU employee with at least two years administrative staff experience at BGSU.*
 - Previous participants had 3 to 20 years of service at BGSU, with 7 years being the average.
2. Complete the *BGSU Leadership Institute Application.*
3. Write a *Nominee Statement.*
4. Request that your **immediate supervisor** write a *Nominator Rationale.*
5. Provide a *current resume* (demonstration of progression of leadership, cultural competence, cross-divisional collaboration, and external community service will be taken into consideration).
6. Make a copy of your completed application for your records.
7. Submit a completed application, required statements, and current resume to the address listed below.

Please return** all application materials to the Office of Human Resources. **Applications may be submitted via Email, fax, mail, or hand-delivery (see contact information in the footer).

All application materials must be RECEIVED by the Office of Human Resources BEFORE 12:00 p.m. on Monday, August 2, 2010. Any materials received after this time will not be reviewed.

We look forward to receiving your application! The BGSU Leadership Institute Planning Group will review all applications and announce the class cohort by Friday, August 13, 2010. Please note that Institute participants will be asked to sign a statement of their commitment to the Institute's goals and objectives. If you have questions about the Institute or the application process, please contact Leslie Fern at 419-372-8422 or lfern@bgsu.edu or Marilyn Mackay at 419-372-7491 or mackay@bgsu.edu.

The BGSU Leadership Institute Planning Group:

Leslie Fern, co-chair
Marilyn Mackay, co-chair
Lori Beeman
Bryan Cavins

Kelli Daniels
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Rebecca Ferguson
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Rochelle Meyer
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Email: lbeeman@bgsu.edu
100 College Park
Bowling Green, OH 43403-0370

419-372-8421
419-372-2920 Fax

Office use only

Date/Time submitted: _____

2010-2011 BGSU LEADERSHIP INSTITUTE APPLICATION

Section I—Nominee General Information

Name _____
Position/Title _____
Department _____
Campus Address _____
Campus Telephone Number (419) 372-_____ Email address _____@bgsu.edu
How did you find out about the BGSU Leadership Institute? _____

Section II— Nominator General Information

Below, please list the contact information for your nominator/immediate supervisor and for your department's director (if different). These individuals should articulate your leadership ability and potential for success. *By providing their signatures, your supervisor and department director indicate that he/she supports your nomination and is willing to provide you time to attend the BGSU Leadership Institute.*

Immediate Supervisor
Name _____
Title _____
Email Address _____@bgsu.edu
Campus Telephone Number (419) 372-_____
Signature: _____

Department Director (if different)
Name _____
Title _____
Email Address _____@bgsu.edu
Campus Telephone Number (419) 372-_____
Signature: _____

Section III— Nominee Statement

On a separate sheet, in 250 words or less, please respond to the following:

Taking into consideration the goals and of the BGSU Leadership Institute, why do you wish to participate in the Institute? What particular experiences and knowledge do you hope to gain through the Institute?

Section IV – Nominator Rationale (to be completed by immediate supervisor)

On a separate sheet, in 100 words or less, please respond to the following:

Why should the nominee be selected to participate in the BGSU Leadership Institute?