

President's Leadership Development Initiative

Senior Vice President Fellows

CALL FOR NOMINATIONS

**Application Due Date:
Friday, October 05, 2018**

“Few institutions think systematically about the development of administrative leadership. Yet the skills and qualifications necessary for success as a professor are not the same as those required for success as a department chair, director, dean, or president” (*American Council on Education, 2010*).

The Loyola Marymount University (LMU) Senior Vice President Fellows Program is designed to develop and sustain a high quality of leadership that is central to LMU's mission and goals. The Fellowship is a competitive appointment intended to provide opportunities for faculty and staff to explore executive-level higher education administration without having to take a considerable amount of time away from teaching, research, creative works, service, and administrative duties. The yearlong program combines mentoring and learning in a formal curriculum with real-life experiences including placement in one of the five administrative divisions at LMU:

1. Academic Affairs
2. Administration
3. Business and Finance
4. Student Affairs
5. University Relations

During the Fellowship year, Fellows participate in management meetings in their assigned division, attend events, work on projects and initiatives identified by Senior Vice President mentors, and visit other colleges and universities. Some Fellows round out their experience by participating in workshops offered by Leading Institutional Units and Programs.

Senior Vice President Fellows

Components

- Academic year placement with a Senior Vice President mentor
- Senior leadership experiences through participating in management meetings, events, projects, and initiatives
- Interactive Fellows Retreats
- Reading and reflecting on higher education literature
- Self-evaluation and feedback from mentors
- Networking across LMU
- Visits to other colleges and universities

Curriculum

- Leading in Jesuit Colleges and Universities
- Trends and Issues that Impact American Colleges and Universities
- Organizational Culture
- Campus Climate
- Respecting and Managing Differences
- Making Diversity Work on Campus
- Managing Change
- Effective Academic Leadership
- Leading from the Middle

Benefits

The LMU Senior Vice President Fellows Program provides opportunities to:

- Broaden and deepen an understanding of LMU's Catholic and Jesuit Mission
- Understand LMU's governance and organizational structures
- Develop highly effective leadership skills through the mentor/mentee relationship between Senior Vice Presidents and the Fellows
- Acquire cutting-edge knowledge about higher education trends and issues
- Understand the role of equity, diversity, and inclusion in higher education

Senior Vice President Fellows

Benefits (continued)

- Participate in leadership development workshops conducted by higher education administration scholars
- Participate in interactive mini-retreats
- Build networks across the University
- Visit other colleges and universities

Criteria for Program Completion

- Respect the confidentiality of all information learned in LMU's divisions.
- Complete the Senior Vice President Fellows' Learning Contract. Discuss the content with the Senior Vice President and other Fellows during Retreats.
- Engage in a mentor/Fellow relationship with a Senior Vice President; attend and participate in executive-level decision-making meetings at the discretion of the Senior Vice President mentor.
- Schedule a monthly meeting with Senior Vice President mentors and other administrators to discuss specific questions, issues, or concerns.
- Spend 10 hours per month interacting with a Senior Vice President mentor participate in senior-level decision-making management meetings and/or working on projects and initiatives.
- Observe how Senior Vice Presidents and members of their teams make decisions, and how they communicate their decisions. Focus on the decision-making process rather than the content under consideration.
- Complete an assigned project or initiative promptly. Write a report that describes the project or initiative and identifies related goals, objectives, outcomes, and challenges.
- Read higher education literature and actively engage in discussions on topics covered during the Fellows Retreat.
- Attend and actively participate in a minimum of eight (8) retreats to successfully complete the program. (Arriving late or leaving before a retreat ends will not suffice as attendance.)
- Conduct a self-evaluation and use it to obtain feedback from the Senior Vice President mentor.
- Visit colleges and universities to learn best practices and innovative ideas to bring back to LMU.

Senior Vice President Fellows

ELIGIBILITY

Faculty who hold the rank of Associate or Full Professor and Mid-Career Administrators who have a minimum of five years of leadership experience at LMU. A maximum of three faculty and two staff receive the LMU Senior Vice President Fellowship each academic year. Fellows come from all areas of the University.

There is no stipend offered or expectation of an administrative position at the conclusion of the program. Faculty receive release from service obligations and staff receive appropriate release time from administrative duties during the Fellowship year.

LENGTH OF THE PROGRAM

November 08, 2018 to November 12, 2019

Senior Vice President Fellows

NOMINATION PROCESS

- Applicants complete the LMU Senior Vice President Fellows application and submit it to their Dean or immediate Supervisor. **NO VITAS OR RESUMES PLEASE.**
- Applicants must submit two nomination letters with the application. Faculty must submit 1) a nomination letter from their college or school Dean, and 2) a second one from the Executive Vice President and Provost. Staff must submit 1) a nomination letter from their supervisor, and 2) a second one from the Senior Vice President in their division.
- Nomination letters are a critical part of the application process. The letters 1) describe the applicant's leadership competencies and experiences, 2) identify the growth and development that may occur because of participating in the Senior Vice President Fellows Program, and 3) determine the value that a Fellow will add to LMU after completing the Senior Vice President Fellows Program.
- Dean or Supervisor submits the application and nomination letters to the Senior Vice President in their division for review.
- Senior Vice President writes a nomination letter and adds it to the applicant's packet.
- Senior Vice President sends the complete applicant packets to the Vice President for Intercultural Affairs.
- The President's Cabinet reviews the nomination packets and awards fellowships to successful applicants.

POST NOMINATION ACTIVITIES

- Senior Vice Presidents design administrative experiences that best fit the Fellow's needs.
- Senior Vice Presidents evaluate the Fellow assigned to their division and submit the evaluation to the Fellow's Dean or immediate supervisor and the Vice President for Intercultural Affairs.
- Upon successful completion of the Fellowship, Fellow receives a Certificate of Completion.

LMU Senior Vice President Fellows

Guidelines for Completing the Application Application Due Date: Friday, October 05, 2018

Eligibility: Faculty who hold the rank of Associate or Full Professor and Mid-Career Higher Education Administrators who have a minimum of five years of leadership experience at LMU.

Please submit the application to your Supervisor or Dean

First Name _____ M.I. _____ Last Name _____

Department/Unit _____ VP/Dean/Direct Supervisor _____

Years at LMU _____

Telephone _____ Email _____

Campus Address _____

Please follow the guidelines below when developing your application.

1. Professional Experience (NO VITAS OR RESUMES PLEASE)

Describe current and past employers, dates, titles or positions, and a brief description of responsibilities for each assignment. Describe your current appointment, including activities, operations, or functions for which you are directly responsible and your major accomplishments that created value for LMU. If all of your work has been at LMU, list all the main promotions. Also, describe service you provided to LMU, Professional, State and National Organizations, including awards, honors, and distinctions.

2. Leadership

How would you characterize your leadership strengths and areas of growth and development? Provide examples as appropriate. What skill sets do you want to work on during the year?

3. LMU Senior Vice President Fellows Program

What objectives do you hope to achieve by participating in the LMU Senior Vice President Fellows Program? How will the Fellows Program support your career development?

4. Professional Challenge Statement (Limit to one-page)

- A. What are the critical challenges facing American colleges and universities today?
- B. What are the critical challenges facing your college, school, or division within LMU?

5. Contributions to LMU

Describe the ways in which you will contribute to LMU after participating in the Senior Vice President Fellows Program.

6. Two Nomination Letters

Nomination letters must describe the applicant's leadership competencies and experiences. They should also identify the growth and development that can occur because of participation in the Senior Vice President Fellows Program. Additionally, it is critical that the letters identify the value that the Fellow can add to LMU after completing the Program.

Faculty must submit two nomination letters: (1) one from their college or school Dean, and (2) another from the Executive Vice President and Provost. Staff must submit two nomination letters: (1) one from their immediate supervisor, and (2) another from the Senior Vice President in their division.

If you have questions, please contact your Dean or Supervisor.

Senior Vice President Fellows 2018 - 2019

Name of Applicant:

Applications will be evaluated using the following criteria:

	4	3	2	1	Score
1. Leadership	Applicant clearly demonstrates strong leadership abilities and clearly describes how one's leadership abilities will enhance the area one seeks to work in.	Applicant demonstrates some strong leadership abilities, but not all are fully or clearly demonstrated.	Applicant description of leadership abilities is unclear.	Applicant does not address leadership.	
2. Professional Challenge Statement	Applicant clearly describes professional challenges.	Applicant has strong elements, but not all are fully or clearly developed.	Applicant is unclear or inadequate.	Applicant does not address professional challenges.	
3. Objectives for Participation	Applicant clearly states objectives for participating; clearly describes how these objectives align with the area they aim to work in.	Applicant states some objectives, but not all are fully or clearly demonstrated.	Applicant objectives are unclear.	Applicant objectives are not described.	
4. Critical Challenges for Higher Education	Applicant clearly describes the critical challenges that higher education currently faces; provides appropriate support/citations for these challenges.	Applicant describes some critical challenges that higher education currently faces; provides some support/citations for these challenges.	Applicant has difficulty describing critical challenges that higher education currently faces; provides little to no support/citations for these challenges.	Applicant does not describe critical challenges for higher education.	
5. Critical Challenges for their college, school or department	Applicant clearly describes the critical challenges that their college, school, or department currently faces; provides appropriate support/citations for these challenges.	Applicant describes some critical challenges that their college, school, or department currently faces; provides some support/citations for these challenges.	Applicant has difficulty describing critical challenges that their college, school, or department currently faces; provides little to no support/citations for these challenges.	Applicant does not describe critical challenges for their college, school, or department.	

Additional Comments:

TOTAL SCORE **/20**

Recommendation: ☐ Highly Recommend ☐ Recommend ☐ Recommend with Reservation ☐ Do Not Recommend

SENIOR VICE PRESIDENT FELLOWS CALENDAR

2018 – 2019

WEEK DAY	DATE	TIME	LOCATION	EVENT
Fall 2018				
Thursday	November 08, 2018	12:00 PM– 1:00 PM	TBD	Luncheon
Friday	November 30, 2018	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #1
Spring 2019				
Friday	January 18, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #2
Friday	February 22, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #3
Friday	March 29, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #4
Friday	April 12, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #5
Summer Break: May 13 – August 26, 2019				
Fall 2019				
Friday	September 06, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #6
Friday	October 04, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #7
Friday	November 01, 2019	1:30 PM – 4:30 PM	UH 4827 Academic Affairs Conf. Room	Fellows Retreat #8
TBD	TBD	TBD	TBD	Graduation Ceremony