February 13, 2019

TO: Dan Bollman, Sharon Butler, Dave Byelich, Vennie Gore, Mark Haas, Rob McCurdy

FROM: Satish Udpa, Acting President and Executive Vice President for Administration

RE: Nominations for the 2019-20 Executive Leadership Academy for Support Staff

The Office of the Executive Vice President for Administration is pleased to announce the 2019-20 Executive Leadership Academy (ELA) Fellowship program and application process, and invites you to submit nominations.

The goals of the ELA are to support, deepen, enrich, and cultivate the leadership skills of high potential and emerging university leaders. The ELA is designed to complement on-going campus efforts to develop and support an inclusive culture of high performance. ELA, coupled with an experience at the Center for Creative Leadership (CCL), is a feedback-rich leadership program that focuses heavily on the assessment of an individual’s leadership style and the development of leadership skills. The skills and competencies of the ELA further support the development of high performing T-shaped leaders; those leaders who not only exhibit a deep knowledge and expertise in their area of specialization, but also boundary-spanning capacities that enable them to collaborate, communicate, innovate and lead effectively.

The year-long ELA experience consists of participation in three major components:

1. **CCL**: A week-long, feedback-intensive leadership development program conducted offsite by the nationally recognized CCL. Fellows will typically attend the CCL program between June and August 2019 based on their schedules. This program provides individualized assessment, feedback, coaching, goal setting and two follow-up individual coaching sessions with a CCL coach.

2. **Monthly seminars**: Designed to support and extend the CCL experience, seminarshelp to facilitate goal achievement and self-reflection, expand knowledge base through interactive sessions with executive leaders, and build networking opportunities.

3. **1:1 Engagement with direct supervisors**: The supervisor will support and ensure that ELA learning is applied within the context of each Fellow’s ongoing work.
Role of Supervisor
This program relies upon the support and active engagement of each Fellow’s direct supervisor in order to maximize the benefits of the ELA experience, improve the Fellow’s current performance, and prepare the fellow for possible increased leadership responsibilities.

A Fellow’s supervisor must be willing to:

• Submit a statement of support for the applicant’s participation in the ELA and outline specific goals and outcomes they wish to see achieved;
• Complete leadership assessment instruments (approximately 45 minutes) required for the CCL component of the ELA prior to the Fellow’s attendance;
• Meet with the ELA Fellow prior to and upon his/her return from CCL to discuss feedback and progress on leadership development goals;
• Participate in monthly follow-up discussions with the Fellow about his/her progress on leadership development goals established as part of the CCL experience;
• Support the Fellow’s participation in all required components of the ELA experience;
• Provide experiences that will facilitate the Fellow’s achievement of goals identified during the CCL.

Eligibility Criteria
Criteria for consideration includes the following:

• Employees must be a part of one of the following groups to be considered for the program: level 14 to 17 support staff, directors, and/or supervisors from Finance, Human Resources, Information Technology Services, Residential and Hospitality Services, Infrastructure Planning and Facilities and the Office of Planning and Budgets.
• Are viewed as having potential for increased future leadership responsibility;
• Have been in their current role, or known professionally by their direct supervisor for at least one year (due to the significance of 360-degree feedback in the CCL experience);
• Fellows are willing and able to participate in all aspects of the program, as described above;
• Have the full support of their direct supervisor and a commitment to participate in selected follow-up sessions;
• Have demonstrated interest in self-development as a leader;
• Have demonstrated commitment to excellence in leadership.
Cost
As the head of your MAU, you are asked to nominate one individual from your area to receive a full scholarship for the CCL program (a $5,000 value) and be part of the year-long MSU ELA program. All direct program expenses are funded by the Office of the Executive Vice President for Administration.

You may select other high potential leaders to attend the CCL (who meet the above criteria); however, the cost to attend will be your responsibility.

Application Process
1. Please make information about the program and the application materials broadly available to supervisors and eligible employees in your area.
2. Request that the employee applications and supervisor statements be sent back to you for review.
3. Based on your review and consideration of the applications, you are asked to select one nominee and submit supporting materials to Wolfgang Bauer/Christine Carter at 412 Administration Building, by Friday, March 15, 2019.
4. Confirmation of the nominees will be announced by Friday, March 29, 2019. The application materials are available online at: http://admsnv.msu.edu/whats-new under the “ELA Program” tab.

We look forward to receiving the applications of current and emerging leaders who want to enhance their leadership skills, increase their self-awareness of strengths and growth opportunities, and work in a focused way to set and achieve individual leadership development goals.

We want to underscore that participation as an ELA Fellow does not guarantee future advancement.

If you have questions about the ELA or the application process, please contact Wolfgang Bauer/Christine Carter at 517-355-5014 or at adminsv@msu.edu.

cc: Wolfgang Bauer
    Christine Carter
    Sharri Margraves