

MICHIGAN STATE UNIVERSITY

March 22, 2017

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

FROM: Satish Udpa, Executive Vice President for Administrative Services

RE: Nominations for the 2017-18 Executive Leadership Academy for Support Staff

The Office of the Executive Vice President for Administrative Services is pleased to announce the 2017-18 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 current 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 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-crossing capacities that enable them to collaborate, communicate, innovate and lead effectively.

The nine-month ELA experience consists of participation in three major components:

- A weeklong, feedback-intensive leadership development program conducted offsite by the nationally recognized Center for Creative Leadership (CCL). Fellows will attend the CCL program between June and August 2017 based on their schedules. This program provides individualized assessment, feedback, coaching, goal setting and two follow-up individual coaching sessions by a CCL coach.
- Periodic on-campus discussions to support and extend the CCL experience, facilitate goal achievement, and build networking opportunities.
- Direct supervisors of Fellows will be engaged in the follow-up and support process to ensure that ELA learning is applied within the context of each Fellow's ongoing work.



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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 him or her 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;
- Complete leadership assessment instruments (approximately 45 minutes) required for the CCL component of the ELA prior to the Fellow's attendance;
- Participate in a 90-minute orientation session for supervisors;
- Meet with the ELA Fellow upon his/her return from CCL to discuss feedback and 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 Center for Creative Leadership 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.

Selection Criteria

Six individuals will be selected as Fellows for 2017-18, one from each of the following units: Finance, Human Resources, Information Technology Services, Residential and Hospitality Services, Infrastructure Planning and Facilities, and the Office of Planning and Budgets. Employees must be a part of one of the following groups to be considered for the program: support staff, directors, and/or supervisors - levels 14 to 17. Criteria for consideration include applicants who:

- 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);
- 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.

Application Process

As the head of your major administrative unit, you are asked to nominate one individual from your area. To facilitate this, please make information about the program and the application materials broadly available to eligible employees in your area. Following, request that the employee applications and supervisor statements be sent back to you for review. 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, April 21, 2017. Confirmation of the nominees will be announced by Friday, May 5, 2017. Please note that the application materials are available online at: <http://adminsv.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 do want to underscore that participation as an ELA Fellow does not guarantee future advancement.

All direct program expenses are funded by the Office of the Executive Vice President for Administrative Services.

If you have questions about the Executive Leadership Academy or the application process, please feel free to contact Wolfgang Bauer/Christine Carter at 517-355-5016 or at adminsv@msu.edu.

cc: Wolfgang Bauer
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