MEMORANDUM

Date: April 7, 2015

TO: Vice Presidents of Finance, Human Resources, Infrastructure Planning and Facilities, IT Services and Planning and Budgets

FROM: Satish Udpa, Executive Vice President for Administrative Services

RE: Nominations for the 2015-16 Executive Leadership Academy for Support Staff

The Office of the Executive Vice President for Administrative Services, the Office of Faculty and Organizational Development, and the Department of Human Resources are pleased to announce the Executive Leadership Academy (ELA) Fellowship program and application process, and invite you to submit nominations.

The ELA Fellowship originally existed from 2005-2010 as a cross-institutional approach to leadership development. This year we have decided to resume the ELA program with a focus on Fellows from the support units. This program will serve as a pilot to help determine future campus leadership development opportunities.

Goals
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 cultivate a 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 July and mid-September 2015 based on their schedules. This program
provides individualized assessment, feedback, coaching, goal setting and two follow-up individual coaching sessions by a CCL coach.

- Monthly 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.
- Three on-campus ELA leadership seminars.

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
In this pilot year, up to six Fellows will be selected, one from each of the following units: Communications and Brand Strategy, Finance, Human Resources, Information Technology Services, Infrastructure Planning and Facilities, and the Office of Planning and Budgets in the following roles: executive managers, directors, and/or supervisors levels 15 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;
• Have demonstrated interest in self-development as a leader;
• Have demonstrated commitment to excellence in leadership.

Application Process
As the Assistant Vice President or Vice President of your major administrative unit, you are asked to nominate one individual from your area. To facilitate this, you are asked to make information about the program and the application materials broadly available to employees in your area. Following, we ask 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 Cindi Leverich, Director of Leadership Development, F&OD, 308 Administration Building, by Monday, May 1, 2015. Confirmation of the nominees will be announced by Wednesday, Friday, May 8, 2015. (Please note that the application materials are attached and are also available online at: ELA Program Materials.

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 Bill Latta, Assistant Vice President for Operations at latta@msu.edu, or Cindi Leverich, Director of Leadership Development, F&OD at leaders@msu.edu.

c: Sharon Butler
   Deb DeZure
   Bill Latta
   Cindi Leverich

Attachment