



Michigan-ACE Network for Women Leaders in Higher Education ***“Moving the Needle” Senior-Level Leadership Shadow Program***

The Michigan Chapter of the American Council on Education Network for Women (MI-ACE) is pleased to invite applications for its *Senior-Level Leadership Shadow Program*. This program allows mid-level women aspiring toward senior-level positions to learn from mentors, gain diverse institutional perspectives, and develop knowledge and skills. The program utilizes best practices from a variety of existing fellowship and job shadow opportunities to create a unique experience for select women in higher education in Michigan. The personalized nature of the program allows learning to take place through both observation and applied learning.

The program engages presidents throughout the state (with particular attention given to MI-ACE Presidential Sponsors as well as those who have signed on as presidential supports for the ACE “Moving the Needle” project) to serve as “host site” leaders and to designate a primary senior mentor.

If you are a mid-level woman in higher education interested in expanding your leadership development and/or seeking senior-level job opportunities, please consider applying! In the process of participating, women will be exposed to various leadership and management styles. Each experience is designed with the needs/desires of the participant in the forefront. The application and selection process will pair institutions and participant needs for success.

How to Apply

This application, a letter of support from the applicant’s direct supervisor, and a letter of recommendation from an individual familiar with the applicant’s work and leadership potential will serve as the basis upon which finalists will be selected to participate in the program.

Expectations for participants:

- The participant will co-design the leadership development experience with their primary senior mentor.
- Shadowing must be designed over an academic year or a semester (summer months are not included).
- Participants should plan on spending a total of 50 - 150 hours at the host institution.
- Participants will honor professional standards of confidentiality with respect to participation in nonpublic conversations and events at the home institution.
- Participants will attend the annual MI-ACE conference to share the experience with others through a presentation.
- Participants will write a reflection for the MI-ACE Network to be shared broadly through various mediums.
- Participants will complete an evaluation of the experience to be shared with the MI-ACE board and the host institution.
- Participants will receive a \$500 scholarship at the end of the shadow experience upon fulfillment of expectations determined by the senior mentor. This will assist with expenses related to participation in the job shadow program (i.e. travel, meals, etc.).

Expectations for the participant's home institution:

- The participant's home institution will provide release time for this opportunity and treat it as a professional development experience (vacation time will not be used).
- The home institution will provide two letters of support (one from the direct supervisor and a second from an individual familiar with the applicant's work and leadership potential).

Expectations for host sites:

- The host site will be an institutional member of the MI-ACE Network.
- The host site will designate a primary senior mentor.
- The experience will be co-designed by the participant and the primary senior mentor.
- Shadowing must be designed over an academic year or a semester (summer months are not included).
- Host institutions should expect that participants will spend a total of 50 - 150 hours at the host institution.
- Host institutions are not expected to provide participants with any financial support.
- The primary senior mentor will complete an evaluation of the shadow program to be shared with the MI-ACE board and the participant.
- The senior mentor will determine whether the participant has fulfilled expectations of the shadow program. This will determine if the participant will receive a \$500 scholarship at the end of the shadow experience.

Expectations for the MI-ACE Network:

- The MI-ACE Network will oversee the application and pairing process.
- An orientation/training for both the participant and host institution will be hosted and facilitated.
- A \$500 scholarship will be made available to each participant that meets the expectations of the shadow experience.

Applications are due July 6

Questions may be directed to:

Marlene Kowalski-Braun
MI-ACE Board Member
616-331-3585
kowalskm@gvsu.edu

MI-ACE Shadow Program Application

Name of Candidate:

Current Title (as designated by your institution):

Institution:

Office Address, City, State, Zip:

Office Phone:

Office Fax (optional):

Email Address:

Home Address, City, State, Zip:

Home Phone (optional):

Cell Phone:

What is your race/ethnicity? (optional - check all that apply)

African American / African / Black

American Indian / Alaskan Native

Asian / Asian American

Hispanic / Latino

Pacific Islander

White

Please describe any special needs of which the host institution or the MI-ACE Shadow Program administrators should be aware:

Please rank the top four position areas of interest for your primary job shadowing experience.
Please label 1, 2, 3 and 4.

President

Provost or Vice President for Academic Affairs

Vice President or Vice Provost for Student Affairs

Dean of an Academic school or college:

Legal Counsel

Chief Officer for Inclusion and Equity

Chief International Officer

Chief Development Officer

Chief Officer for Community and External Relations

Chief Officer for Communications

Chief Officer for Admissions and Enrollment Development

Chief Officer for Financial Aid

Chief Financial Officer

Chief Officer for Operations

Other (please specify):

Please check three institution types you would prefer for your primary job shadowing experience.

Community College

Independent Liberal Arts College

Public masters-level comprehensive university

Public research university with Ph.D. programs

Private research university with Ph.D. programs

An institution with a primary focus on technology and engineering

An institution with a primary focus on art and design

An institution with a primary focus on business and professional education

Other (please specify):

Please respond to the questions below:

- 1) In what ways will the MI-ACE Shadow Program assist you in your career?
- 2) What do you hope to learn from the experience?
- 3) What are your long-term goals and how might this experience assist you in achieving these goals?
- 4) Please describe a recent leadership experience in which you participated; describe your contribution and what you learned.

CV/References

- 1) Please attach a copy of your current vitae/resume using one of the options below:
 - a. Click the "submit" button and in the email that opens, attach your document.
 - b. Email directly to kowalskm@gvsu.edu.

- 2) Please provide two letters of support (one from your direct supervisor and a second from an individual familiar with your work and leadership potential) that address the following questions. These can be emailed directly to kowalskm@gvsu.edu.
 - a. Time period and role(s) on which knowledge of the applicant is based
 - b. The applicant's leadership potential and reasons for this judgment
 - c. Expected benefits of the job shadow experience for the applicant

Date