***Leadership Institute 2021-2022***

# Community College of Philadelphia

**Application**

*Voices of Leadership Institute graduates:*

*Meeting with the Leadership Institute group on a regular basis gave me a sense of involvement with the college that could only have come from this experience.*

*I gained a much better understanding of the different offices, departments and programs of the College and what it takes to get things done at the College.*

*I feel better prepared to take on a greater leadership position.*

*Each guest speaker was amazing in their own ways. Each brought a different perspective and back story which developed their character to date.....Their success stories are inspiring.*

*The readings and discussions were indispensable.*

*I feel comfortable taking on a greater leadership position at the College now more than ever before. Since learning important leadership advice from our speakers and having developed healthy professional relationships with other members of our Leadership Institute group, I am more informed about how to navigate at the College, meet goals and be an asset.*

*The outside speakers had the greatest impact. Listening to and learning from people in leadership positions, as well as from people who coach how to become a leader, left me with long-lasting food for thought.*

*The reading assignments and discussion board questions had the greatest impact on me. They really were well put together and forced me to think outside the box. They also allowed me to have intelligent dialogue with my peers.*

*I am grateful for the access to executive level administrators, hearing their experiences and being able to discuss critical issues with them in an intimate environment.*

***Leadership Institute 2021-2022***

# Community College of Philadelphia

**Application**

The Office of Academic Affairs is seeking applications for the fifteenth Leadership Institute of the Community College of Philadelphia to take place during the 2021-2022 academic year.

***Purpose:*** The major goal of the Institute is to develop leaders and potential leaders within the College community by fostering the ability of individuals to meet new challenges faced by the College in fulfilling its mission and values around access and success. The Leadership Institute provides participants with an understanding of the broader issues as well as specific strategies that will build leadership capacity in various areas of the College.

***Benefits of Participation:*** The Leadership Institute will incorporate a variety of speakers, topics, and activities designed to enhance leadership ability by providing participants with the following opportunities:

* to interact with and gain insight from leaders in various fields related to the mission of the community college.
* to increase awareness of the local, state, national and global contexts within which the College functions
* to increase understanding of specific ways in which the larger environment may impact the College in the pursuit of its mission.
* to develop increased self-awareness as leaders, enhance communication skills and learn new strategies for conflict resolution.
* to heighten awareness of organizational structure and organizational culture
* to increase knowledge of resource allocation, budgeting, and finance
* to explore decision-making in the context of individual and institutional values
* to become part of a diverse, collaborative network of problem-solvers
* to work collaboratively on a project of interest to the participant and of benefit to the College community
* to gain a deeper understanding of the College mission, vision, and values

***Who is eligible:*** The Leadership Institute invites applications from full-time faculty, administrators and classified/confidential staff who are interested in seeking leadership positions in the future or honing their

leadership skills for the positions they currently hold. Part-time faculty, administrators, and classified/confidential staff who have been continuously employed at the College for a minimum of two years are also welcome to apply.

***Schedule:*** The Leadership Institute starts on Friday of the fall Professional Development Week, September 3rd, 2021 and runs through April 22nd, 2022. The first session is a full-day session (8:15am to 3:30pm). After the initial session, the Institute meets once a month during the fall and spring semesters **on Friday afternoons from 12:15 to 4:30 p.m.** There is also a session on Friday of the spring Professional Development Week, January 14th, 2022. Certificates of completion will be awarded at an event on Friday, April 22nd, 2022 at 3:00pm.

***How to apply:*** An application with detailed instructions for completion is attached. The deadline for submitting applications to Lynne Sutherland (lsutherland@ccp.edu) is Monday**, May 17th, 2021**. No applications will be accepted after this deadline.

***Leadership Institute 2021-2022***

# Community College of Philadelphia

Application

**1. *Personal Data:*** Please provide the information requested below.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title & Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part-Time or Full-Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***2. Professional and/or Volunteer Activities:*** For this section, please submit an updated c.v. or resume.

Be sure to proofread carefully and include the following information:

* Any College professional activities or committee involvement in which you have participated. Please describe the nature of your participation, including any leadership positions you have held.
* Any community, civic, business, or professional activities in which you have participated outside the College. Please indicate the nature of your participation, including any leadership positions you have held.

***3. Letter of Application:*** Write a letter (not to exceed 2 double-spaced typed pages) in which you address the questions below. Be sure to respond to all parts of the questions.

* Who is the leader you admire most? What leadership qualities does this person possess? What makes him or her admirable?
* Describe a situation in your professional life in which you played a leadership role. In what ways were you effective? In what ways were you ineffective? What did you learn from this?
* Why are you interested in participating in the Leadership Institute?
* What do you believe you can contribute to the Leadership Institute?

**4. *References:*** Two letters of reference, written by colleagues with knowledge of your leadership potential, are **required**. Please list names and office phone numbers for the two colleagues.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ext: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

***5. Commitment:*** In order for the Leadership Institute to be a success, each participant must fully participate. Sessions will take place during fall 2021 and spring 2022 Professional Development weeks and once a month on Friday afternoons during the fall and spring semesters. **The opening session on September 3, 2019 will take place from 8:15 a.m. to 3:30 p.m. All other sessions are scheduled from 12:15 to 4:30 p.m.**  The dates for next year’s Leadership Institute sessions are as follows:

September 3, 2021 January 14, 2022 September 24, 2021 January 28, 2022

October 22, 2021 February 25, 2022

November 19, 2021 March 18, 2022

December 17, 2021 April 8, 2022

April 24, 2022 (3:00 to 4:30pm)

Note: Some sessions may be virtual depending on the condition of the global pandemic.

In addition to attending all scheduled sessions of the Leadership Institute, participants will be asked to complete a team project.

Please indicate your commitment to attend **each** session of the Institute and to complete the project by signing below and indicate the approval of your supervisor or department chair by obtaining his or her signature.

Please note that if you are unable to make such a commitment for the coming academic year, there will be other opportunities to participate in the future.

Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor/Department Chair’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***Deadline:*** Please submit the completed application form, C.V. or resume, application letter, and letters of reference to the address below no later than Monday**, May 17, 2021 at 5:00 p.m.** No applications will be accepted after this deadline. Incomplete applications will not be processed. All application materials should be sent to Lynne Sutherland at lsutherland@ccp.edu

Please direct questions regarding the Leadership Institute and/or the application process to Lynne Sutherland at [lsutherland@ccp.edu/](mailto:lsutherland@ccp.edu/) x8136 or Allan Kobernick at [akobernick@ccp.edu/](mailto:akobernick@ccp.edu/) x8320

1. ***Notification:*** Applicants selected to participate in the 2021-2022 Leadership Institute will be notified of acceptance the week of June 28, 2021.

***Thank you for applying to the Leadership Institute 2021-2022***