

Summary of HERS Leadership Institute Application Requirements

PERSONAL INFO

- In 25 words or less, please share why you would like to attend the HERS Institute
- In 25 words or less, please share why now is the time for you to attend the HERS Institute

PROFESSIONAL BACKGROUND

- Your role, responsibilities, years of experience, department and who you report to

EDUCATION HISTORY

- Institution attended, degree earned, and concentration of study

ORGANIZATIONAL STRUCTURE & LEADERSHIP ROLE

- Upload your institution's organization chart along with a summary of your role, how you contribute to your organization's success as a leader, and where you see yourself in five years.

LEADERSHIP ATTRIBUTES

- List your core skills and professional interests
- Describe past, current, and/or future projects utilizing your leadership skills and abilities. In 1,000 characters or less.
- Describe your Major Career Accomplishments (fill in the blank)
- Provide a Short Bio summary in 3,000 characters or less. For guidelines on writing short bios that tells your story, please visit: <https://bit.ly/2QeOsed>

LETTER of RECOMMENDATION

We encourage you to reach out to one of the following individuals at your institution to secure a recommendation and sponsorship to cover the cost of your attendance:

- President/Chancellor
- Provost/Vice-President Academic Affairs
- Chief Student Affairs Officer
- Chief Financial/Budget Officer
- Chief Diversity Officer
- Chief Advancement/Development Officer
- Chief Information Technology Officer
- Chief Human Resources/Talent Management Officer
- Chief Enrollment/Admissions Officer

These individuals typically approve the release of professional development funding, so when you are requesting a recommendation it is also a great opportunity to discuss the availability of funding for your attendance. This letter is a requirement because we want you to think across the institution and beyond your role. If you've never met these senior officers, this is a great opportunity to introduce yourself.

Tips for Successfully Submitting Your Recommendation:

- The recommendation request email will be sent to your recommender immediately after you save the information. Please alert them to check Junk or Spam folders.
- The letter should address the applicant's potential for leadership, ability to complete a campus leadership project and some acknowledgement that the applicant's supervisor supports their attendance in the HERS Leadership Institute.
- Once you have submitted your application, you may view the status of your recommendation request by logging into your application. Your application is *not* considered complete until the letter has been received, so **make sure it is uploaded by the application deadline**.