

Summary of HERS Leadership Institute Application Requirements

QUALIFICATIONS

- HERS welcomes all women-identified faculty, staff, and administrators with at least 5-8 years of experience in higher education and a desire to emerge as more dynamic leaders for themselves and their institutions, capable of leading positive change.

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

LEADERSHIP ATTRIBUTES

- List your core skills and professional interests.
- Describe past, current, or future projects utilizing your leadership skills and abilities in 1,000 characters or less.
- Describe your Major Career Accomplishments (fill in the blank).

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 it is also an excellent opportunity to discuss the availability of support for your attendance when you request a recommendation. This letter is a requirement because we want you to think across the institution and beyond your role to increase your visibility and reach. If you've never met these senior officers, take advantage of this 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 acknowledgment 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.**