



TAMIU Leadership Experience Application Information

The TAMIU Leadership Experience Program will be held once a month from September through May. Listed below are the expectations, eligibility, selection criteria, and important dates for the program.

Purpose of this Leadership program – provides participants with knowledge, skills, tools and connections to effectively lead people and organizations at Texas A&M International University.

Expectations of Leadership Participants – The following are expected of all Leadership participants and are required for graduation.

1. All participants will be expected to attend and actively participate in all sessions of the Leadership program. The Leadership Experience program meets once a month and includes 7 all-day sessions. It is important for each participant to be present for all sessions. If you have an emergency i.e. death in the family, hospitalization, etc. you will need to contact the Director of Human Resources to request to be excused. Any other absence other than an emergency situation will result in your being withdrawn from the program. Please see the dates for the leadership program on page 2 under Important Dates.
2. Obtain support of supervisor and college or division head.
3. Complete all pre-work, homework and final project assignments.
4. Participate in the evaluation of the Leadership program and provide information regarding how you integrate the concepts and skills learned into your daily practice after completing the program.

Eligibility Criteria – To be eligible for the leadership program you must:

1. Be a budgeted, benefits-eligible Texas A&M International University faculty and staff.
2. Staff must be employed with TAMIU for 1 year. Faculty must be employed for 1 academic year.
3. Obtain supervisor's commitment and approval on application.

Selection Criteria – Applications will be evaluated, and participants selected, based on the following criteria:

1. Strength of applicant's statement of interest
2. Supervisor's letter of support
3. Diversity of cohort

Leadership applications will be specifically evaluated based on the following:

1. Value – The extent to which participation has the potential to add value to the applicant's own job, department, division, and Texas A&M International University as described in applicant's statement of interest and the supervisor's letter of support
2. Motivation – The applicant's demonstrated interest and motivation to attend as described in his or her statement of interest
3. Quality – Quality of the applicant's written statement of interest as demonstrated by:
 - a. Content – thoroughly addresses all the items listed in Application Process Instructions
 - b. Spelling and grammar
 - c. Writing style – professional, easy to read and understand
4. Relevance – The program's relevance to the applicant's current and potential future positions as described in his or her statement of interest and the supervisor's letter of support
5. Leadership Experience (including but not limited to TAMIU) – Description of the length of time and scope of leadership responsibilities to include organizational leadership, group or team leadership, and supervision.
6. Supervisor's Support – The supervisor indicates strong support for the applicant based on his or her letter of support

Important Dates

- **July 12, 2019** – Last day to submit application materials.
- **August 2019** – Selected participants will receive invitation to participate and must confirm their acceptance.
- **September 20, 2019** – TAMIU Leadership Experience Mixer
- **September 27, 2019** – TAMIU Leadership Experience program begins.
- **October 18, 2019** – TAMIU Leadership Experience October session
- **November 22, 2019** – TAMIU Leadership Experience November session
- **January 31, 2020** - TAMIU Leadership Experience January session
- **February 28, 2020** – TAMIU Leadership Experience February session
- **March 27, 2020** – TAMIU Leadership Experience March session
- **April 24, 2020** - TAMIU Leadership Experience April session
- **May 15, 2020** – TAMIU Leadership Experience program graduation ceremony at TAMIU Enrichment Day.

Application Process

1. Determine if you are eligible for participation in the leadership program by reviewing the eligibility criteria.
2. Complete and gather your application materials:
 - a. Completed application form signed by you and your supervisor.
 - b. Your written statement of interest that includes:
 - i. A description of your current and past leadership experience (various roles, number of years, significant accomplishments) and/or your future leadership aspirations
 - ii. A description of how your participation in the TAMIU Leadership Experience program will add value to your department, division or college, and the University.
 - iii. Any other relevant information you would like us to consider
 - c. Your supervisor's letter of support that includes:
 - i. A recommendation for your participation.
 - ii. A description of how your participation will add value to the department, college or division, and the University
 - iii. Anything else he or she would like us to consider.
3. Send your completed application packet electronically via email to leadership@tamiu.edu so that it is received no later than **July 31, 2019**.

Please send questions about the TAMIU Leadership Experience program and the application process via email to leadership@tamiu.edu or call (956) 326-2365.



TAMIU Leadership Experience Application Form

Application materials are due July 31, 2019

Submit Application Packet which includes 1) this form, 2) your statement of interest, and 3) your supervisor's letter of support to the Leadership Committee via e-mail at:

Email: leadership@tamiu.edu

Employee Name	Title
Department	
Phone	Email
Supervisor Name and Title	Supervisor's E-Mail
<p><u>Employee Statement of Commitment</u></p> <p>I commit to participate fully in all activities associated with the "TAMIU Leadership Experience" program. I will attend each session, participate in all activities, contribute to discussion and ask pertinent questions. I will be open to new ideas, willing to have my current ideas challenged and appropriately challenge others. I will complete all assignments. Additionally, I will help evaluate the leadership program and will provide information to the committee regarding how I am using the concepts and skills learned in my work practices.</p> <p>_____</p> <p>Signature of Employee Date</p>	
<p><u>Supervisor of Employee Statement of Commitment</u></p> <p>I commit to support this employee's participation in the "TAMIU Leadership Experience" program. I will encourage the participant to engage fully in all activities associated with the leadership program and provide support as the participant applies what is learned at work. I will encourage the participant to complete all assignments and will commit to attend the presentation and graduation activities at TAMIU Enrichment Day in May.</p> <p>_____</p> <p>Signature of Supervisor Date</p>	

Submit Application Packet which includes 1) this form, 2) your statement of interest, and 3) your supervisor's letter of support to the Leadership Committee via e-mail at:

Email: leadership@tamiu.edu

For questions, please email leadership@tamiu.edu or call (956) 326-2365.