



UD SUPERVISORY LEADERSHIP CERTIFICATE CANDIDATE APPLICATION

January or September 2015 Cohort

WHAT: To provide the opportunity and funding for University of Dayton front-line supervisors and managers to engage in the Center for Leadership's Supervisory Leadership Certificate Program.

WHEN: January or September 2015

HOW: Nomination will be made by middle- to senior-level managers, and/or by individuals who self-nominate and are approved by their supervisors and the next managerial level. The Office of Human Resources will fund up to five individuals per Supervisory Leadership Certificate Program cycle (up to 10 participants or \$15,000 per year).

Per participant, the Office of Human Resources contributes \$1,500, the division or department contributes \$500 and the Center for Leadership credits \$2,000 toward the cost of attendance. In the event that more than five individuals are nominated per cycle, the final attendees will be selected by the vice president for human resources based on diversity and campus representation considerations. If a department would like to send participants to the program outside of this process, the department will absorb the entire \$2,000 cost.

QUALIFICATIONS INCLUDE:

- Recognition of potential or demonstrated management talent.
- Desire to continue to grow and advance within the University.

PREFERRED QUALIFICATIONS INCLUDE:

- Participation in other previous leadership experiences is helpful but not necessary.

COMMITMENT OF SUPERVISORY LEADERSHIP CERTIFICATE PARTICIPANT:

- Participant must commit to missing no more than one session.
- Select a mentor and meet with him/her one hour per month during the six-month program.
- Complete all course prework, assignments and assessments included in the program.

COMMITMENT OF MENTOR:

- Attend a half-day training program.
- Meet with mentee one hour a month during the six-month program.
- Be dedicated to the well-being and development of the mentee, which includes assisting the mentee with ideas to enhance areas of strength and development identified through the mentee's 360 assessment.

Full-time, benefits-eligible UD staff and faculty may sign up for individual supervisory programs at no cost under the continuing education policy. For more information about the Supervisory Leadership Certificate Program, please visit udayton.edu/cled/leadership_certificate.

APPLICATION DUE DATE: MONDAY, NOVEMBER 17, 2014. If you have further comments or questions, please contact Celine O'Neill (9-4895).



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Please type or print legibly:

Name: _____
First M.I. Last

Department/unit: _____

Direct supervisor: _____ Next-level supervisor: _____

Position currently held: _____

Years at UD: _____ Years of professional experience: _____

Telephone: _____ Email: _____

Campus address: _____

Highest level of formal education: _____

Why do you want to participate in the Supervisory Leadership Certificate Program, and what do you hope to gain from doing so? (You may attach a separate sheet.)

I can participate in the following cohort: January only September only
 either January or September

My supervisor and I commit to making my participation in the program a priority.

Signature of candidate: _____

Signature of direct supervisor: _____

Signature of next-level supervisor: _____

Cost to department/division: \$500 charged to account number: _____

If you have questions, please contact Celine O'Neill at 9-4895. **Please return this form to Celine O'Neill (+1614) by Monday, November 17.**