

Nomination of Candidate

FORM #1

The 2010–11 ACE Fellows Program

We accept the American Council on Education's invitation to nominate one or two candidates under the arrangements described in the ACE Fellows Program brochure. **We agree to pay the Fellow's salary and benefits during the Fellowship year and program costs relevant to the placement selection and orientation activities at the ACE Annual Meeting and Council of Fellows Weekend.**

My candidate is (name and title):

The ACE Fellows Program involves multiple learning facets. At the nomination point, we need your sense regarding two of these learning facets: the placement and the Fellowship Project. Although placement and project options can be changed after the nominee has been selected as a Fellow, we seek your current thinking regarding these learning opportunities as guidance for our planning for the Fellows Class as a whole.

Placement Options:

The Fellowship year can be spent in one of three ways. Please indicate your preference at this time. *Once the Fellow is selected, you will have another opportunity to finalize your selection.*

- An academic year placement off campus at a single institution.** This requires that the Fellow be released from his or her responsibilities on the home campus for the entire academic year. In consultation with the Nominator and the ACE staff, the Fellow arranges an internship at another campus *after* selection as a Fellow. This option allows the Fellow to experience the complete cycle of another institution and different approaches to leadership and management. When at a host campus, the Fellow is under the mentorship of the president's leadership team.

If this option is selected, the **host institution pays a program fee of \$7,000** to the American Council on Education and **provides a professional development budget for the Fellow** of approximately **\$14,000** to support onsite and travel expenses associated with the Fellow's attendance at the ACE Fellows seminars, campus visits, and national conferences.

- A one-semester placement off campus at a single institution.** This requires the Fellow to be released from all of his or her responsibilities on the home campus for one semester. In consultation with the Nominator and the ACE staff, the Fellow arranges an internship at another campus *after* selection as a Fellow. This option allows the Fellow to experience a partial cycle of another institution and different approaches to leadership and management. During the semester at the home institution, he or she should have sufficient release time from regular duties to attend the required seminars, the ACE Annual Meeting, and other relevant national meetings; to prepare reading and written assignments for the seminars; and to visit other campuses. When the Fellow is at the home institution, he or she is under the mentorship of the president's leadership team.

If this option is selected, **the home and host institutions each pay \$3,500** toward the \$7,000 program fee. In addition, **the home and host institutions each pay one-half of the Fellow's professional development budget**, which is approximately **\$7,000** from each institution.

- Periodic visits to a campus.** The Fellow will remain on the home campus for most of the year while making visits of a week to a month at regular intervals to a placement at another institution. During this time, the Fellow should have sufficient release time to attend the required seminars, the ACE Annual Meeting, and other relevant national meetings; to complete reading and written assignments for the seminars; and to visit other campuses. During the periodic visits, the Fellow has a mentor at that institution; during the remainder of the Fellowship

period, while the Fellow spends most of the internship at the home institution, he or she works under the mentorship of the president's leadership team.

If the home institution and the Fellow select the periodic visits option of several visits to another institution, the **home institution pays the \$7,000** program fee and provides the Fellow with a professional development budget of up to **\$14,000** to attend the seminars and national meetings and to visit other campuses.

The Fellowship Project:

If my candidate is selected as an ACE Fellow, we will work with him or her to identify an issue of strategic importance to this institution. As part of the learning experience, the Fellow will explore this issue by collecting information and resources, consulting with Mentors and Fellows, observing how other campuses are meeting this challenge, and preparing to share this information with the home institution. The Fellow might prepare position papers or a briefing for presidential staffs, develop a series of recommendations or an action plan, or plan and construct a web site. We will meet with the Fellow prior to his or her return to this institution to plan how newly developed expertise will be used in the service of our home campus. *Please see question D below.*

ACE Membership:

- My institution is a member of ACE.
- My institution is not a member of ACE. I understand that my institution will need to join ACE or pay a \$5,500 participation fee in addition to other program costs; sponsoring a Fellow is a member benefit.

Grant:

- My institution is interested in applying for the \$15,000 grant from the Council of Fellows for an institution that cannot afford to sponsor a Fellow. We are attaching a statement of no more than 500 words describing why our institution should receive this grant.

Institutional Return:

It is the policy of the ACE Fellows Program that Fellows are required to return to their nominating campuses for at least one year after the conclusion of the Fellowship year so that they may use the expertise they have developed to enrich their institution. Any circumstances that may adversely affect a Fellow's ability to comply with this policy should be discussed with the Program Director promptly.

Please respond to questions A-D below. Please limit each response to no more than 500 words per question.

- A. Describe your working relationship with the applicant.
- B. Where do you see the candidate at your institution immediately following the ACE fellowship?
- C. Where do you see the candidate five to ten years from now?
- D. Part of each Fellow's learning experience focuses on a topic, issue, or project that can benefit the home institution. Please list below 1-3 preliminary ideas that you might offer for discussion with the Fellow for possible focus.
 - 1. _____
 - 2. _____
 - 3. _____

Nominator's Name _____

Institution _____

Address _____

City, State, Zip Code _____

Phone (____) _____ - _____ Fax (____) _____ - _____

E-mail Address _____

Signed _____ Date _____

With my signature below, I agree that the institution and its leadership are committed to the professional development of the applicant. The institution agrees to support the applicant if selected as an ACE Fellow and allow him/her the opportunity to fully participate in the program. This is an institutional commitment that transcends any change in institutional leadership.

President's Signature (if not nominator noted above) _____

SAMPLE

Application

FORM #2

This application and three Confidential Evaluations will serve as the basis upon which finalists will be selected for interviews.

Full Name _____

Current Title (as designated by your institution) _____

Institution _____

Office Address _____

City, State, Zip Code _____

Phone (____) _____ - _____ Fax (____) _____ - _____

E-mail Address _____

Home Address _____

City, State, Zip Code _____

Home Phone (____) _____ - _____ Cell Phone (____) _____ - _____

Date of tenure (if applicable) _____

Current academic rank (if applicable) _____

I. PROFESSIONAL HISTORY:

Please share your professional history in summary form, as outlined below. Be sure to put your name on each page.

While it is anticipated that applicants to the Fellows Program have considerable depth and breadth of experiences, we ask that you summarize your history and accomplishments in **five (5) pages**.

In order to facilitate review of all applications, we ask that you **format your document using a 10-point font and margins of no less than 1/2 inch**.

We suggest the following categories. Please support your summary with key examples and provide any listings (e.g., appointments, publications) **in reverse chronological order**.

Education: degrees, granting institutions, field, year; important non-degree education.

Academic positions: Titles, institutions, years of service, date of tenure (where applicable), professional status. For your current position, note the range of responsibilities and leadership accomplishments.

Administrative positions: Titles, institutions, years of service, date of tenure. For your current position, note the range of responsibilities and leadership accomplishments.

Summary of scholarship, including publications, presentations, creative works, etc.
Summary of teaching.

Summary of professional contributions (outside of regular position responsibilities):

- to the institution
- beyond the institution

Summary of grant activity.

Summary of international visibility and service.

Summary of leadership development (programs attended, experiences created by/for you).

Summary of honors received.

Summary of other experiences of particular note.

II. PLEASE RESPOND TO QUESTIONS A-E BELOW. EACH RESPONSE SHOULD BE SINGLE SPACED AND NO LONGER THAN 500 WORDS.

- A. What would you see yourself doing at your home institution in the year following the ACE Fellowship? What leadership contributions could you see yourself making to your institution as a follow up, and as a contribution back to your institution, after completion of the Fellowship year?
- B. Provide a brief sketch of what you see yourself doing in five to ten years within higher education. What roles or jobs do you see yourself fulfilling? What kinds of leadership contributions would you like to be making to: a) an institution, and b) higher education as a whole?
- C. Summarize briefly (in a paragraph) a situation in which you provided leadership. (Whether you were successful in reaching your leadership goal is less important to this question than your process towards the goal.) Please provide some analysis. a) What leadership efforts from you contributed to any degree of success? b) In what ways could your leadership efforts have been improved? c) What lessons did you derive from this leadership experience and how have you tapped those lessons for subsequent leadership efforts?
- D. In 25 words or less, what is your personal definition of leadership in higher education?
- E. Why did you choose to apply to the ACE Fellows Program? Why did you choose it at this point in your career? What do you hope to learn from the experience as an ACE Fellow? Be specific.

To the best of my knowledge, the information contained in this application is accurate.

Signature _____

Date _____

REFERENCES FOR CONFIDENTIAL EVALUATIONS

List names, titles, addresses, phone numbers, and e-mail addresses for the three people completing the Confidential Evaluation, Form #3. At least two references should be from present or former supervisors. Since your nominator is already providing information to support your candidacy, please do not include your nominator as one of your confidential evaluators.

1. Name _____
Title _____
Institution _____
Address _____
City, State, Zip Code _____
E-mail Address _____ Phone (_____) _____ - _____
2. Name _____
Title _____
Institution _____
Address _____
City, State, Zip Code _____
E-mail Address _____ Phone (_____) _____ - _____
3. Name _____
Title _____
Institution _____
Address _____
City, State, Zip Code _____
E-mail Address _____ Phone (_____) _____ - _____

Confidential Evaluation Form

FORM #3

The 2010–11 ACE Fellows Program

Thank you for taking the time to support the candidate's application to the ACE Fellows Program. Candid evaluations are important to our understanding of the candidate's readiness for the Fellowship.

Please enclose the original and two copies of this form in an envelope and sign the envelope across the seal to ensure confidentiality. Then, give the envelope to the candidate for inclusion in the application packet. Candidates must submit complete application packets by November 1, 2008.

Name of Candidate _____

Name of Evaluator _____

Title _____

Institution _____

Date _____ Telephone (____) _____

1. How many years have you known the candidate?

2. How do you know the candidate?

3. Please rate the candidate with respect to each characteristic listed below—indicating *his or her relative standing among peers*—by checking the appropriate column.

Characteristics	Exceptional (Top 5%)	Superior (Next 10%)	Average (Next 35%)	Below Average (Bottom 50%)
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breadth of interests\	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge and understanding of the functioning of an academic institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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4. Please describe the personality and temperament of the candidate. What characteristics do you see as the candidate's strengths and weaknesses as they relate to his or her potential for leadership in the future?

5. Where do you see this candidate five to ten years from now? Why?

6. General Evaluation: Why do you think the candidate should be an ACE Fellow? What do you judge to be the candidate's potential in higher education? What positions could you envision the candidate assuming in the foreseeable future?

Signature of Evaluator _____

REMINDER: Return the signed original and two copies of this form to the candidate in a sealed envelope. Please sign the envelope across the seal to ensure confidentiality. Candidates must submit complete application packets by November 1, 2008.

Demographic Information

FORM #4

The 2010–11 ACE Fellows Program

This information on this form is confidential and will not be shared externally or used in evaluating your candidacy.

Name _____

Placement Preference: *(Please check one. We are seeking your preference at this time; if selected as a Fellow, you will have an opportunity to revise your selection.)*

Academic Year

Periodic Visits

Fall Semester

Spring Semester

SEX:

Male

Female

RACE/ETHNICITY

African American (non-Hispanic)

Caucasian (non-Hispanic)

American Indian

Hispanic/Latino/Chicano

Asian American

Multiracial

Other, please specify _____

SERVICE

Member of the military: Yes No

Ordained clergy: Yes No

EDUCATION

Highest degree earned and discipline: _____

Current discipline if other than highest degree earned: _____

INSTITUTIONAL DATA

Type of institution *(please check appropriate category):*

Two-year—offers primarily associate degrees and occupational programs

- Baccalaureate**—offers primarily undergraduate degrees
- Master's**—offers baccalaureate degrees and at least 20 master's and professional degrees
- Doctoral/Research**—offers doctoral-level degrees as well as others; conducts substantial amount of federally funded research
- Military**—institutions sponsored by the military service
- Professional**—institutions offering specialized degrees only (e.g., schools of theology, medicine, law, engineering)
- Other**—please explain _____

Affiliation of institution: Public Private

Is your institution:

- A historically black college or university (HBCU)? Yes No
- A Hispanic-serving institution (HSI)? Yes No
- A member of the American Indian Higher Education Consortium (AIHEC)? Yes No

HOW DID YOU HEAR ABOUT THE ACE FELLOWS PROGRAM?

At what point in your career did you hear about the ACE Fellows Program? _____

Print advertising – please list publication(s)

Electronic advertising – please list publication(s)

Former Fellow(s) – please list their name and email address (if available)

Other Colleague (s) – please list their name and email address (if available)

Conference(s) – please list all conferences where you heard about the ACE Fellows Program

SAMPLE