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**American Council on Education (ACE) Women’s Network of Florida**

***“Spend-A-Day” Shadowing Program Application***

1. **Biographical Information:**
2. Name of Candidate:
3. Current Official Title:
4. # Years in Current Position:
5. Name of Institution:
6. Office Address, City, Zip:
7. Office Phone:
8. Email Address:
9. Total # Years in Higher Ed:
10. **Given your experience, please check one position that you aspire to as the next logical step:**

[ ]  President [ ]  Provost or VP for AA [ ]  Vice President

[ ]  Vice Provost [ ]  Dean [ ]  Executive Director

[ ]  Department Chair [ ]  Center Director [ ]  Other:

1. **Please indicate the specific focus area for the position that you selected above if applicable (e.g. Vice President for Finance):**
2. **Please check up to 2 institution types that you would prefer to visit for the shadowing program:**

[ ]  Community College/State College [ ]  Independent Liberal Arts College

[ ]  Public Master’s Level Comprehensive University [ ]  Public Research University with Ph.D. Programs

[ ]  Independent Research University [ ]  Other:

## Please respond to the questions below:

## What do you hope to learn from this shadowing experience? What do you hope to observe? (up to 150 words)

## Why should you be selected? (up to 150 words)

##

## Please complete the following CV summary in a separate document. Please note that you will be responsible for all related travel expenses and for reaching out to the assigned leader to set the date (s) for the experience. You must also provide a short reflection (one paragraph up to one page) of your experience to Lisa Jones (lisa.jones@ucf.edu) by April 30, 2019. The CV summary must use the following format, be only one page, and utilize at least 12-point font.

**Work Experience:** List the positions you have held, dates you held them, the name of the institution/organization, job title, main roles and responsibilities, and most significant outcomes and impacts achieved under your leadership.

**Scholarship in your field (delete any that are not applicable):**

* Total grant funding received as Principal Investigator (PI) or Co-PI=
* Total number of refereed, peer-reviewed publications as lead author or co-author=
* Total number of invited art exhibitions, recitals, or other creative scholarship =
* Total number of invited international presentations as lead presenter or co-presenter=
* Total number of invited national presentations as lead presenter or co-presenter=
* Total number of books published as lead author or co-author=
* Describe other areas of scholarship not listed:

**Awards:** List any national or international awards received, the entity that bestowed the award, and the date the award was received.

**Education:** List degrees received from accredited colleges/universities, including degree type, name of institution, and date degree awarded.

**Leadership Development Programs:** Please list any international or national leadership development program(s) you have participated in that required nomination. Please provide the dates.

**Service:** Please list any leadership positions you held in professional associations or trade organizations. Please list any volunteer or community engagement projects you lead/led.

**Letter of Support:** Please attach 1 letter of support from your direct supervisor. The letter can be no longer than one-page with one-inch margins on all sides and utilize at least 12 point font. The letter should include:

* Time period and role(s) on which knowledge of the applicant is based
* The applicant’s leadership potential and reasons for this judgment
* Expected benefits of the job shadow experience for the applicant

**Submitting Application:** The completed application form, including the CV summary, and letter of support should be scanned and included as one pdf file. Multiple pdf files will not be accepted. Incomplete applications and applications received after the deadline cannot be reviewed. The pdf file should be submitted to Dr. Lisa Jones at lisa.jones@ucf.edu and copy Rocky Blesso at rocky.blesso@ucf.edu.

**Application deadline is February 15, 2019 by 5:00 pm. No late applications will be reviewed.**