



**League for Innovation in the Community College  
Executive Leadership Institute  
2024 Application Packet**

December 8-11, 2024  
Tempe Mission Palms  
Tempe, Arizona

January 28-30, 2025  
Virtual

## TABLE OF CONTENTS

General Instructions.....	3
Letters of Recommendation	
Résumé	
Application	
Application Due Date	
Attendance	
Résumé Format.....	4
Leadership Terms for Résumé.....	7
Presidential Preparedness Self-Assessment.....	8

## GENERAL INSTRUCTIONS

Thank you for your interest in the 2024 Executive Leadership Institute (ELI).

**Letters of Recommendation and Résumé.** Before you begin the online application process, you will need to gather the following:

- Two letters of recommendation (One must be from your institution's president/chancellor.)
- Résumé in Word format, Calibri 11 font (The preferred résumé format, leadership terms, and presidential self-assessment on the following pages are provided for guidance.)

You will upload your résumé and letters of recommendation in the online application. To access the online application:

1. Go to [www.league.org](http://www.league.org) and log in to your account.\*
2. Hover over the 'My Account' dropdown in the top, right corner of the page and select 'ELI Application.'
3. Click on 'Create New Executive Leadership Institute Application.'

*\*If you do not yet have a League account, go to [www.league.org/user](http://www.league.org/user) to create one. If you have a League account but do not remember your username and/or password, click on 'Forgot Password?' and use the email address associated with your account to request your account credentials. You will receive an email with a password reset link.*

Your ELI application will automatically be saved as you progress through it. If you start the application and find you are not yet ready to submit, follow these steps to access it later:

1. Use steps 1 and 2 in the instructions above to find your application.
2. On the landing page, click on 'Details' to the right of your pending submittal to reenter the application. (Please do not create a new ELI application.)
3. Use the tabs to the left to navigate and complete your application.
4. A \$200 *nonrefundable* application fee is required to complete your ELI application. **Purchase orders and checks are not accepted for this fee.** Please call Jane Buck at 480.705.8200, ext. 246, to process payment. The League will provide a receipt for this transaction.

**Application Deadline.** Applications for the 2024 Executive Leadership Institute are due no later than **August 31, 2024.**

**Attendance.** Completion of the 2024 Executive Leadership Institute requires attendance at all activities, including those in the evening, on both the December 2024 and January 2025 ELI dates.

## RÉSUMÉ FORMAT – ELI

### FIRST NAME MIDDLE INITIAL LAST NAME

Street Address, Apartment # (if applicable)

City, State, Zip Code

Home phone-H; Personal cell phone-C

Personal Email Address

### PROFESSIONAL EXPERIENCE

#### **Current Employer Name, City, State**

Provide a short paragraph describing the size of the institution, distinguishing characteristics, etc.

#### **Position Title**

#### **Start Year-End Year**

Reporting line. Write a one-to-two sentence paragraph that describes your primary areas of responsibility. Be brief; feature your breadth of experience.

#### Key Accomplishments – Bulleted List

- Select 5-6 special achievements, while you held this position, in which your leadership provided the impetus for and had a noteworthy impact on the organization. Provide measurable outcomes such as funds raised, needs addressed, programs initiated, evidence of your contributions, etc.

#### **Previous Employer Name, City, State**

Provide a short paragraph describing the size of the institution, distinguishing characteristics, etc.

#### **Position Title**

#### **Start Year-End Year**

Reporting line. Write a one-to-two sentence paragraph that describes your primary areas of responsibility. Be brief; feature your breadth of experience.

#### Key Accomplishments – Bulleted List

- Select 5-6 special achievements, while you held this position, in which your leadership provided the impetus for and had a noteworthy impact on the organization. Provide measurable outcomes such as funds raised, needs addressed, programs initiated, evidence of your contributions, etc.

**Previous Employer Name, City, State**

Provide a short paragraph describing the size of the institution, distinguishing characteristics, etc.

**Position Title**

**Start Year-End Year**

Reporting line. Write a one-to-two sentence paragraph that describes your primary areas of responsibility. Be brief; feature your breadth of experience.

**Key Accomplishments – Bulleted List**

- Select 5-6 special achievements, while you held this position, in which your leadership provided the impetus for and had a noteworthy impact on the organization. Provide measurable outcomes such as funds raised, needs addressed, programs initiated, evidence of your contributions, etc.

*Repeat this pattern back to the beginning of your professional career. Explain any gaps. Be selective in order to illustrate your leadership accomplishments.*

**EDUCATIONALEXPERIENCE**

**Doctoral Degree**, University/College Name, State Year Earned  
(Add dissertation title only if directly related to educational leadership)

**Master's Degree**, University/College Name, State Year Earned  
(Add thesis title only if directly related to educational leadership)

**Bachelor's Degree**, University/College Name, State Year Earned

Additional leadership development activities such as the Executive Leadership Institute, Chair Academy, National Institute for Leadership Development, etc.

### **PROFESSIONAL SERVICE**

List services to your college or professional organizations which were outside your job description, for which you provided organizational leadership, etc. This would include an internal role, such as President of the Faculty Senate or Director of Strategic Planning, or an external role, such as board membership or a leadership position for a professional state or national organization relating to your professional work.

### **COMMUNITY SERVICE**

List membership and leadership roles in organizations such as a chamber of commerce, rotary club, or other service organizations. If you held leadership positions in other community organizations, list these as well. It is appropriate to include leadership positions held in religious organizations or homeowners' associations, as these are additional opportunities that demonstrate your leadership capabilities.

### **RECOGNITIONS AND AWARDS**

Provide the title of the award, the organization presenting the award, and the year awarded. You can include being a selected participant in the Executive Leadership Institute (year) in this category.

### **PRESENTATIONS AND PUBLICATIONS**

Present a selective list of recent presentations and publications for which you were the primary presenter or author. For publications, include the title and year. For presentations, include the name of the organization and the conference and year at which you gave the presentation.

### **OTHER**

Add any category that you feel is relevant to the various items listed in the position announcement of the college to which you are applying. You may include languages other than English here, if you read, write, and speak the language(s) with facility.

## LEADERSHIP TERMS FOR RÉSUMÉ

Accomplished	Encouraged	Provided
Activated	Enhanced	Raised
Added	Established	Realigned
Addressed	Expanded	Reactivated
Advocated	Facilitated	Reconstructed
Assessed	Implemented	Reduced
Built	Improved	Repositioned
Caused	Incorporated	Resolved
Championed	Influenced	Revitalized
Collaborated	Initiated	Revised
Committed	Inspired	Secured
Consolidated	Involved	Served
Created	Led	Simplified
Delivered	Launched	Sought
Demonstrated	Motivated	Spearheaded
Designed	Moved	Streamlined
Developed	Negotiated	Strengthened
Directed	Overhauled	Upgraded
Eliminated	Pioneered	Won

## PRESIDENTIAL PREPAREDNESS SELF-ASSESSMENT

### Section #1

Mark the choice that matches your level of knowledge and experience in the following areas:

	None	Limited	Considerable	Extensive
Academic Affairs	_____	_____	_____	_____
Accreditation	_____	_____	_____	_____
Assessment	_____	_____	_____	_____
Athletics	_____	_____	_____	_____
Board Relations	_____	_____	_____	_____
Budget Development/Management	_____	_____	_____	_____
Building Business Partnerships	_____	_____	_____	_____
Collective Bargaining/Negotiations	_____	_____	_____	_____
Community Involvement	_____	_____	_____	_____
Community Relations/External Affairs	_____	_____	_____	_____
Construction Management	_____	_____	_____	_____
Crisis Management	_____	_____	_____	_____
Culture of Evidence	_____	_____	_____	_____
Curriculum Development	_____	_____	_____	_____
Diversity	_____	_____	_____	_____
Dual Enrollment	_____	_____	_____	_____
Economic Development	_____	_____	_____	_____
Facilities	_____	_____	_____	_____
Facility Planning	_____	_____	_____	_____
Finance	_____	_____	_____	_____



## PRESIDENTIAL PREPAREDNESS SELF-ASSESSMENT

### Section #1 (continued)

Mark the choice that matches your level of knowledge and experience in the following areas:

	None	Limited	Considerable	Extensive
Government Relations/Lobbying	_____	_____	_____	_____
Grants	_____	_____	_____	_____
Human Resources	_____	_____	_____	_____
Legal Issues	_____	_____	_____	_____
Media Relations	_____	_____	_____	_____
Online Learning	_____	_____	_____	_____
Organizational Transformation	_____	_____	_____	_____
Partnerships: K-12	_____	_____	_____	_____
Partnerships: Baccalaureate	_____	_____	_____	_____
Professional Development	_____	_____	_____	_____
Public Relations	_____	_____	_____	_____
Resource Development/Fundraising	_____	_____	_____	_____
Risk Management	_____	_____	_____	_____
Shared Governance	_____	_____	_____	_____
Strategic Planning	_____	_____	_____	_____
Student Affairs	_____	_____	_____	_____
Student Success Agenda	_____	_____	_____	_____
Uses of Technology	_____	_____	_____	_____
Workforce Development	_____	_____	_____	_____

## PRESIDENTIAL PREPAREDNESS SELF-ASSESSMENT

### Section #2

Mark the choice that most accurately reflects your personal attributes in the following areas:

	Rarely	Sometimes	Frequently	Always
Admit and Learn From Mistakes	_____	_____	_____	_____
Balance Work and Play	_____	_____	_____	_____
Care for Physical and Mental Health	_____	_____	_____	_____
Choose Being Respected Over Being Liked	_____	_____	_____	_____
Collaborative	_____	_____	_____	_____
Comfortable on Camera	_____	_____	_____	_____
Decision Maker	_____	_____	_____	_____
Diplomatic	_____	_____	_____	_____
Empower Others	_____	_____	_____	_____
Energetic	_____	_____	_____	_____
Enthusiastic	_____	_____	_____	_____
Ethical and Fair	_____	_____	_____	_____
Excellent Communication Skills	_____	_____	_____	_____
Focus on Positive	_____	_____	_____	_____
Foster Inclusion	_____	_____	_____	_____
Goal Oriented	_____	_____	_____	_____
Good Listener	_____	_____	_____	_____
Have Clear Ethical Compass	_____	_____	_____	_____
Honor Diversity	_____	_____	_____	_____
Inclusive	_____	_____	_____	_____

## PRESIDENTIAL PREPAREDNESS SELF-ASSESSMENT

### Section #2 (continued)

Mark the choice that most accurately reflects your personal attributes in the following areas:

	Rarely	Sometimes	Frequently	Always
Innovator	_____	_____	_____	_____
Integrity	_____	_____	_____	_____
Know Strengths and Weaknesses	_____	_____	_____	_____
Long-Term Planner	_____	_____	_____	_____
Loyal	_____	_____	_____	_____
Make Data-Informed Decisions	_____	_____	_____	_____
Motivator of Others	_____	_____	_____	_____
Open to Constructive Criticism	_____	_____	_____	_____
Patient/Persistent	_____	_____	_____	_____
Politically Astute	_____	_____	_____	_____
Politically Savvy	_____	_____	_____	_____
Professional Under Pressure	_____	_____	_____	_____
Recognized as Leader by Others	_____	_____	_____	_____
Self-Motivated	_____	_____	_____	_____
Sense of Humor	_____	_____	_____	_____
Skilled Communicator	_____	_____	_____	_____
Take Issues Seriously, Not Yourself	_____	_____	_____	_____
Team Builder	_____	_____	_____	_____
Think on Your Feet	_____	_____	_____	_____
Visionary/Futurist	_____	_____	_____	_____
Willing and Able to Delegate	_____	_____	_____	_____