

University of Colorado Colorado Springs
Helen & Arthur E. Johnson Beth-El College of Nursing & Health Sciences
Administrative Leadership Program

The Administrative Leadership Program is intended to provide participants with advanced practical opportunities and exposure to leadership and administrative skills and knowledge. Ultimately, this program will assist faculty/staff in their potential transition to more administrative focused positions. The program is open to all full-time Johnson Beth-El (JBE) faculty and staff and typically occurs over the course of one semester (fall, spring, or summer). Participants will be presented with a variety of topics tailored to their individual interests and will receive mentoring from a variety of administrators both inside and outside our College. Participants are expected to work on an approved administrative initiative that enhances the mission and vision of Johnson Beth-El.

Program Expectations:

- Participant is expected to complete their proposed administrative initiative within one year of completing the program.
- Participant will be required to meet with internal and external administrators and leaders throughout the program.
- Participant will routinely meet with their assigned mentor (schedule determined between the participant and mentor).
- Participant will be required to perform administrative duties within the College as assigned. As such, participants are expected to become familiar (on-site training) with the various administrative offices within the College.

Potential Internal/External Administrative Meetings (some meetings will be tailored to the program goals of the participant)

- Mentor
- Provost & Executive Vice Chancellor for Academic Affairs
- Vice Provost & Associate Vice Chancellor for Undergraduate Education & Academic Planning
- Vice Provost & Associate Vice Chancellor for Research
- Dean of the Graduate School
- JBE Finance/Accounting Manager
- JBE Human Resources Senior Professional
- JBE Department Chairs
- JBE Associate/Assistant Deans
- JBE Dean

For consideration of being admitted into the program, applicants must submit an application which includes identifying a potential administrative project that would be initiated/completed during the program time period. This could be at the program, department, or college levels. Participants will receive a \$1,000 stipend to complete the expectations of the program.

Application Process

Please email the following four documents (in PDF format) to Cindy Rupp (crupp3@uccs.edu).

- CV/resume
- 1-2 page description of the administrative initiative (project) to be completed no later than one year following completion of the program. This statement should describe the project background, purpose of the project, objectives and outcomes, how it will benefit Johnson Beth-El and/or other departments/units within the college, timeline, and any necessary resources.
- List of 3-5 specific areas of administration (e.g., budget, conflict management, fundraising) that participant would like to focus on while in program.
- Support letter from department chairperson or unit supervisor.

Application deadlines are as follows (all dates are for end of the business day):

- October 1 for a spring start
- March 1, for a summer start
- June 1 for a fall start