

## **PBCOHE/PASSHE**

*Pennsylvania Black Conference on Higher Education/Pennsylvania State System of Higher Education*

### **INSTITUTE FOR EDUCATIONAL MANAGEMENT AND LEADERSHIP**

*IEML*

## **2016-2017 IEML APPLICATION AND INFORMATION**

### ***About PBCOHE:***

“The mission of the Pennsylvania Black Conference on Higher Education, Inc. (PBCOHE) is to provide programs and services which help ensure that the post-secondary educational needs and aspirations of African Americans in particular are met, and to work in concert with members of other underrepresented groups in the Commonwealth. This mission is accomplished by fully utilizing our individual and collective talents and resources. PBCOHE shares with other organizations of the Commonwealth the mission of developing an educational environment that promotes and encourages desirable educational advancement for all people and educational strategies to promote inter-group understanding within an increasingly diverse population in the Commonwealth.”

### ***About PASSHE:***

“As the Commonwealth’s universities, PASSHE (Pennsylvania State System of Higher Education) institutions have a special relationship with PBCOHE. As a result, we have an obligation to ensure that the strategic needs of the Commonwealth are our focus, and that PASSHE plays an appropriate role in creating the policy and direction for the state’s future. This means that PASSHE must be part of the vision of the future, and have a significant role in creating and delivering it.”

The Institute for Educational Management and Leadership is co-sponsored by the Pennsylvania Black Conference of Higher Education and the Pennsylvania State System of Higher Education.

For more information on the organizations go to  
[www.pbcohe.org](http://www.pbcohe.org) and [www.passhe.edu](http://www.passhe.edu)

## ***Background***

The IEML is designed to provide an opportunity for higher education professionals to gain specific knowledge about higher education and the role leadership plays in academia. Further, it is designed to help expand personal vision, challenge notions of leadership, and provide insights on how to prepare for a major role in higher education administration. The Institute's objective is to offer a year-round program to identify, recruit, mentor, and train future leaders and administrators. IEML is co-sponsored by PASSHE.

Applicants **MUST BE** currently employed in higher education in Pennsylvania and interested in administration. While the program is primarily for those who aspire to be managers, directors, deans, or department chairs, it will also identify and accept those who may be prospects for other positions.

IEML fellows will participate in Institute activities while continuing to work at their home campuses. The Institute program involves meetings that will convene prior to those scheduled for PBCOHE members.

## ***Components***

There are three components of the Institute:

- *Workshop Sessions* – partial and day-long workshops for fellows will be held at the annual PBCOHE Conference, the Student Leadership Development Institute (SLDI) and at the annual Retreat. Workshops will cover a variety of administrative issues, including fundraising, budgets, developing leadership, and marketing oneself in a search.
- *Mentor* – IEML matches each fellow with an administrator mentor. The mentoring relationship consists of monthly contact via telephone or e-mail, and a visit to the mentor's campus for a first-hand look at his or her job responsibilities.
- *Resource Networking*—IEML fellows are introduced to current administrators during social and programming sessions at the meetings and annual conferences.

**Training Session I:** PBCOHE Annual Retreat, June 2016 in State College, PA

**Training Session II:** PBCOHE SLDI, September/October 2016 in Harrisburg, PA

**Training Session III:** PPBCOHE Annual Conference, February/March 2017 in Pittsburgh, PA

**Training Session IV:** PBCOHE Annual Retreat, June 2017 in State College, PA

### **All application materials should be sent to**

Brenda Sanders Dede, Ed.D.

Associate Vice President for Academic Affairs

Clarion University

Clarion, PA 16214

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by May 1, 2016

Up to 20 fellows can be selected for the 2016-2017 class by May 15, 2016.

### ***Application Process***

Applications for the 2016-2017 year of the Institute should include:

-A detailed letter to the IEML Advisory Board explaining why you would like to become an administrator and what you think you bring to such a position. Also outline any prior experience you have in administrative duties.

-A one-to-two page statement describing what you would like to learn, accomplish or complete if you were part of this program, and why this program would be valuable to you at this stage of your career.

-A current vita and two letters of recommendation. Have a letter of recommendation sent directly to Dr. Brenda Sanders Dede from both your immediate supervisor, and one other person who is familiar with your work and your capabilities.