

# ACADEMIC and ADMINISTRATIVE LEADERSHIP DEVELOPMENT PROGRAM

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UTHSC-H Office of the Executive Vice President  
for Academic Affairs, L. Maximilian Buja, M.D.

## *Program Goal:*

The goal of the Academic and Administrative Leadership Development Program is to develop in UTHSC-H Faculty and Administrators the capacity for leadership by imparting new knowledge about the institution as well as leadership and management skills.

## *Learning Objectives:*

- To increase knowledge about the importance of leadership in the academic health center
- To increase knowledge about UTHSC-H culture and leadership
- To increase personal awareness as it relates to leadership abilities
- To integrate new knowledge and apply it to current work environments
- To increase knowledge about management skills pertinent to the academic health center

## *Eligibility for Faculty Fellows:*

The prospective faculty member should first discuss his/her interest with his/her department chair and gain support for his/her nomination. The faculty member must then be nominated by his/her department chair and this nomination must be endorsed by his/her Dean. Nominees must have a documented history of significant achievement in his/her discipline and significant experience in academic activities. Applicants will be at the rank of professor or associate professor. Since the program involves a substantial time commitment, restriction to senior faculty ensures that participation will not hamper an individual's academic advancement.

## *Eligibility for Administrative Fellows:*

The prospective administrative member should first discuss his/her interest with his/her department head or immediate supervisor and gain support and approval for his/her nomination. The administrative member must then self nominate. Nominees must be in positions with leadership responsibilities and have aspirations of becoming better leaders in their field. Classification (A&P or Classified) will not be a consideration of eligibility. All administrative nominations must be approved and endorsed by the Senior Executive Vice President and Chief Operating Officer of the institution.

## *About Funding:*

Participants in the program will receive a \$3,000 stipend from the President's Office to pursue a New Initiative and must commit to 24 monthly program hours for classes with additional time to build their initiative. This commitment must be endorsed by the department head, immediate supervisor or dean. The Office of the Executive Vice President for Academic Affairs will provide program materials.

## *Program Components:* (See Web Page at <http://www.uth.tmc.edu/academic/aldp/index.htm> for details)

- New Initiative
- Class Discussion Groups
- Seminar on Academic Administration
- Mentors
- Workshops By Leaders and Visiting Faculty
- Internal Externships
- Long-Term Development
- Administrative Case Rounds

*Faculty Nomination Instructions for Department Chairs and Deans:*

- After determining eligibility, ask faculty nominee to complete the nominee application packet (see web site referenced above) and forward the information to your office. Faculty members must also arrange to have forwarded to your office three letters of reference from individuals who can attest to the candidate's interest in and potential for a leadership role within the institution.
- Attach to the faculty application packet your letter of nomination, along with the three letters of reference from individuals and a letter from the dean supporting the nomination.
- When complete, forward the entire application packet to the Office of the Executive Vice President for Academic Affairs, UCT 1715, no later than June 1<sup>st</sup>.

*Administrative Nomination Instructions for Department Heads or Immediate Supervisors:*

- After determining eligibility, ask administrative nominee to complete the nominee application packet (see web site mentioned above) and forward the information to your office. Administrative nominees must also arrange to have forwarded to your office the three letters of reference from individuals who can attest to the candidate's interest in and potential for a leadership role within the institution.
- Attach to the administrative application packet your letter of nomination, along with the three letters of reference from individuals and forward for final endorsement and approval by the Senior Executive Vice President and Chief Operating Officer, UCT 1700.
- The Senior Executive Vice President and Chief Operating Officer will forward his letter of support with the entire application packet to the Office of the Executive Vice President for Academic Affairs, UCT 1715, no later than June 1<sup>st</sup>.

*Selection:*

Applications will be forwarded to the AALDP Steering Team who will make the final selections.

Please direct questions regarding the application process to Martha (Kathy) Rodgers in the Office of Academic Affairs, UCT 1718A, (713-500-3065), [Kathy.Rodgers@uth.tmc.edu](mailto:Kathy.Rodgers@uth.tmc.edu).

*CALENDAR*

June 1 – Application materials due  
July 1 – Applicants receive selection notice

October – Program commences  
Early/Mid September – Closing Ceremony