



APPLICATION FORM

UMD-Smith Leadership Academy Application Form:

Please send along with this completed form, your resume, a statement of interest, and a letter of support from your supervisor, major unit head or senior leader.

Application materials are due August 18, 2016. Visit

www.rhsmith.umd.edu/LeadershipAcademy to learn about the UMD-Smith Leadership Academy.

Applicant:	Title:
Department:	Unit:
Phone:	Email:
Supervisor's and/or Senior Leader's Name:	Title:
Supervisor's and/or Senior Leader's E-mail:	Phone:



UMD–Smith Leadership Academy Statements of Commitment

Please review, print and sign

Immediate Supervisor of Applicant:

I, _____ support _____'s participation and attendance at the UMD--Smith Leadership Academy. I will encourage the applicant to fully participate in all activities and classes of the Leadership Academy. I acknowledge that the applicant will be out of the office on the specified days across an eight--month period; however, I will expect the applicant to complete his/her current tasks and responsibilities. I will support the applicant as he/she completes homework, special projects, and final projects. I will expect the applicant to present his/her final project upon completion of the program and will task the applicant with incorporating his/her learning from the program into day-to-day duties and responsibilities. I commit to encouraging the applicant to use the concepts and skills learned during the program in his/her professional and personal endeavors.

Supervisor's Signature

Date



UMD–Smith Leadership Academy Applicant:

I, _____, commit to participating fully in all activities associated with the UMD–Smith Leadership Academy. I will attend orientation, six full-day courses, two half-day sessions, and a final half-day presentation session across an eight-month period and participate in all activities and special projects. I will complete all homework, special and final project assignments and will update my immediate supervisor if participating in this program will impact my day-to-day responsibilities. Additionally, I will help evaluate the UMD–Smith Leadership Academy and will provide feedback to the Office of Human Resources & Organizational Effectiveness and the Office of Executive Programs regarding how I am using the concepts and skills learned in the core content areas.

Applicant's Signature

Date



Application materials should be submitted to the Leadership Academy Selection Committee.
Please ensure that the documents are scanned to show all necessary signatures.

Please submit materials physically to 2516K Van Munching Hall or via email to hr@rhsmith.umd.edu.

Send questions about the UMD---Smith Leadership Academy to the following:

Katherine Coleman, Program Coordinator of Executive Programs:
kcoleman@rhsmith.umd.edu or call (301) 405-7585

Samantha James, Director of Executive Programs:
sjames@rhsmith.umd.edu or call (301) 405-1934

Bobvita Salters, Director of Human Resources & Organizational Effectiveness: bsaltersjones@rhsmith.umd.edu or call (301) 405-9571

Application Materials will not be considered if all materials are not submitted or are incomplete.

For internal use only:

- Application Form received with appropriate signatures
- Applicant Written Statement of Interest
- Supervisor and/or Senior Leader letter of support
- Resume attached