



National Office  
**ATTC**

Unifying science, education  
and services to transform lives.



**ATTC Leadership Institute  
for  
Historically Black  
Colleges and Universities  
Emerging Leaders**

**Candidate  
Application Packet**

**[www.ATTCNetwork.org/HBCUleaders](http://www.ATTCNetwork.org/HBCUleaders)**

## INTRODUCTION

The Addiction Technology Transfer Center (ATTC) National Office is offering a unique professional development opportunity for Historically Black Colleges and Universities (HBCU) emerging leaders by hosting a Leadership Institute specifically designed for junior faculty who are teaching in the Behavioral Health Services or related field and have taught, integrated or infused substance use disorders and/or mental health in their teaching. With the many challenges facing the addictions workforce, it is important to identify and prepare these individuals for future leadership roles.

### **What Will the ATTC Leadership Institute Offer?**

Supported by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Treatment (CSAT), this leadership preparation program provides a combination of in-depth assessments, traditional training seminars, distance education and field experience. It utilizes a four phase design which builds a foundation in key competency areas, such as management, communication skills and emotional intelligence. Fourteen protégés will be selected to participate from across the HBCU system. These individuals will also be asked to identify and partner with a mentor will serve as a guide and coach throughout this six-month process.

## FOUR PHASE DESIGN – AT A GLANCE

### **Phase 1 – Mentor Selection and Assessment**

**Timeline:** Completed Prior to the Immersion Training

Two months prior to the Immersion Training, emerging leaders will select and identify an experienced mentor to support, guide and enrich their learning during the six-month Leadership Institute.

One month prior to the Immersion Training, emerging leaders will participate in a formal, comprehensive evaluation of their leadership and management interests, values and skills through a 360 degree feedback process. Emerging leaders will invite their supervisors,

peers and direct reports to complete a leadership assessment instrument on their behalf. The responses received to this leadership assessment will be analyzed and shared during the Immersion Training.

### **Phase 2 – Immersion Training**

**Timeline:** The Immersion Training is August 3 – 7, 2009 at the Harbortowne Golf Resort and Conference Center in St. Michaels, MD.

Emerging leaders will participate in a five-day Immersion Training which provides the conceptual framework and appropriate body of knowledge for understanding the theory and practice of leadership and management. Participants are “immersed” in guided personal assessment and skill development activities. Mentors will arrive on Day 3 of the Immersion Training and participate in a mentor orientation session, as well as activities with their specific protégés. Travel, hotel and meals for both the emerging leaders and mentors are provided by the ATTC National Office as part of the ATTC Leadership Institute.

### **Phase 3 – Experiential Learning and Continuing Education**

**Timeline:** September, 2009 – February, 2010.

Phase 3 moves emerging leaders from the “classroom” to a relevant setting in their own HBCU institution. Participants will design an Individual Leadership Development Plan (ILDLP) with input from their mentor and supervisor. Participants will also select a Leadership Project. For continued support, feedback, supplemental learning and project assistance, emerging leaders must attend a Booster session midway through the six-month program.

- Individual Leadership Development Plan (ILDLP) – Emerging leaders will develop an individualized professional development plan and submit it one month after the Immersion Training.
- Booster session – Emerging leaders will attend a Booster session scheduled midway through the Leadership Institute program. (November, 2009)
- Additional Training/Education – Emerging leaders will complete twenty (20) hours of additional training during the six months following the Immersion Training, along

with other activities outlined in the emerging leader's ILDP. This training is based on the emerging leader's identified competencies outlined in his/her ILDP. An emerging leader may be currently involved in activities which may count toward or fulfill this requirement. Contact Deann Jepson at the ATTC National Office for approval: (816) 235-6984 or jepsond@umkc.edu.

- Leadership Project Plan (LPP) – Each emerging leader will develop a customized leadership project. The plan for this project will be due two months after the Immersion Training. Each emerging leader will also present his/her project at the Leadership Institute graduation.

#### **Phase 4 – Recognition**

##### **Timeline: February, 2010**

The ATTC Leadership Institute culminates with each emerging leader presenting their Leadership Project at a special recognition event and ceremony. With mentors in attendance, emerging leaders will be awarded a formalized certificate declaring their leadership proficiency. Eligibility for graduation from the program will be based on completion and participation of the following components:

- Immersion Training
- Individual Leadership Development Plan
- Leadership Project
- Mentor Contact
- Booster session
- Conference calls
- Additional Education/Training
- Leadership Project Plan and Presentation

## EMERGING LEADER SELECTION GUIDELINES

**Emerging Leader Selection Guidelines** – the following are the key characteristics required for participation in the ATTC Leadership Institute. Emerging leaders must:

- Be on a tenure track as defined by the nominee's HBCU institution
- Be teaching in the Behavioral Health Services or related field
- Be employed for a minimum of 2 years at an HBCU
- Have declared research in substance use disorders or other related topics
- Have taught, integrated or infused substance use disorders and/or mental health in teaching load
- Demonstrate potential for leadership through professional or volunteer memberships, activities and responsibilities
- Show openness to feedback and a willingness to learn
- Be willing to commit to the full six-month Leadership Institute process

Other Requirements:

- Emerging leaders must attend the following events:
  - The Immersion Training ( August 3-7, 2009)
  - The Booster session (November, 2009)
  - The ATTC Leadership Institute Graduation (February, 2010)
- Emerging leaders are to work with a mentor during the ATTC Leadership Institute. Therefore, nominees must be willing to:
  - Recruit and work with their current HBCU mentor; or
  - Recruit a mentor; or
  - Be matched with a mentor by the Institute staff.\*
- Along with the nomination form, emerging leaders must submit a letter of leadership intent for the next 5 years, including a description of how the ATTC Leadership Institute activities will apply to their work.
- Along with the nomination form, emerging leaders must submit a letter from the Dean of College or the Vice President of Academic Affairs endorsing the candidate's full participation in the ATTC Leadership Institute.
- Emerging leaders must also submit their Curriculum Vitae.
  - Emerging leaders must enroll in 20 hours of additional leadership development coursework such as courses provided by Landmark Education or the Center for

Creative Leadership. The emerging leader's coursework is based on the competencies identified in his/her Individual Leadership Development Plan (ILDLP). An emerging leader may be currently involved in activities which may count toward or fulfill this requirement. Contact Deann Jepson at the ATTC National Office for approval: (816) 235-6984 or jepsond@umkc.edu.

- Each emerging leader should be a person of good standing in his/her community.

\* All mentors must meet the Leadership Institute Mentor Selection Guidelines outlined below on page 6.

## MENTOR SELECTION GUIDELINES

**Mentor Selection Guidelines** – the following are the key characteristics required for participation as an ATTC Leadership Institute Mentor. The mentor must:

- Hold an advanced degree – master's degree or higher
- Be an experienced leader in the substance use disorders, mental health, and/or other closely related field or in academia\*
- Commit to two and one half days of orientation, by attending the following days of the ATTC Leadership Institute Immersion Training: Day 3 (afternoon only), Day 4 and Day 5 (August 5-7, 2009)
- Assist in analysis and clarification of the protégé's Individual Leadership Development Plan (ILDLP) goals, including the identification of additional development training opportunities
- Provide guidance relating to the action steps outlined in the ILDP
- Commit to a minimum of ten hours of mentoring, including monthly contact with protégé, throughout the six month process, and pledge to provide generous support to the emerging leader's professional growth and development

- Demonstrate exemplary leadership qualities, confidence, creative problem solving abilities and engaging intra and interpersonal skills
- Demonstrate leadership in campus and community environments (i.e., participation in a university committee, national teacher organization, or faculty senate)
- Attend the ATTC Leadership Institute Graduation (February, 2010)

\* The emerging leader's mentor may also be an experienced leader in an outside field, but must recognize and appreciate the value of behavioral health and serve as a role model and/or mentor.

***Other Requirements:***

- a. The mentor should be flexible in establishing a network of support between the emerging leader, others involved in the ATTC Leadership Institute, and others engaged in the emerging leader's immediate professional support network at his/her respective HBCU.
- b. The selected mentor's experience should match well with the interests, goals and aspirations of the emerging leader.
- c. The mentor should be geographically in close proximity to the emerging leader, or should have access to and be willing to use technology to facilitate regular communication with the emerging leader.

**Note: Selected mentor should not be the supervisor of his/her protégé.**

## **Mentor Application Deadline**

ATTC Leadership Institute emerging leaders must select their mentor and submit the Mentor Application to the ATTC National Office by **June 1, 2009** – See Mentor Application Form on page 13 for mailing address and contact information.

Candidates who have identified their mentor prior to the April 15<sup>th</sup> deadline may submit the Mentor Application along with their complete application.

## Candidate Application Deadline



ATTC Leadership Institute candidates must submit the following by **May 13, 2009**:

- ✓ Candidate Application Form
- ✓ Letter of leadership intent
- ✓ Letter of endorsement from Dean or Vice President of Academic Affairs
- ✓ Mentor Application\*
- ✓ Curriculum Vitae

\* If mentor has been identified, candidate may submit mentor application form along with completed candidate application.



## Candidate Application Form

Application deadline: May 13, 2009

Please read through the accompanying information and consider your willingness to participate in this extended personal leadership development opportunity. The assessment of your talents, accomplishments, needs and potential will be helpful in the selection process and planning additional training opportunities. The ATTC Leadership Institute Selection Committee appreciates the time and care necessary to prepare this application. Please **type or print** your responses to all the questions on this form. A fillable online version of this application is available at [www.ATTCnetwork.org/HBCUleaders](http://www.ATTCnetwork.org/HBCUleaders).

### CONTACT INFORMATION

Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

HBCU: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Your HBCU Campus Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Preferred E-mail Address: \_\_\_\_\_

## RELEVANT EXPERIENCE

Please describe your experience in the following areas:

- 1) Describe your experience in using various computer programs. Please list the programs you are comfortable in using.

**ALL APPLICATIONS MUST BE  
RECEIVED OR POSTMARKED**

**ON**



**OR BEFORE**

**MAY 13, 2009.**

- 2) Describe how you have educated, integrated or infused substance use disorders and/or mental health in your teaching load for \_\_\_\_\_ years.

- 3) Describe your experience in supervising and/or teaching in this field for \_\_\_\_\_ years.

- 4) Describe how you have demonstrated leadership in other settings for \_\_\_\_\_ years.

## CANDIDATE CERTIFICATION AND AGREEMENT

The purpose of the ATTC Leadership Institute is to enhance the knowledge of a diverse group of promising individuals at an optimal point in their career. The program is designed to help Institute participants prepare for greater responsibility and to contribute more to their respective HBCU institution, and ultimately, the addictions treatment and recovery services field.

I understand continued department, supervisor, and mentor support is imperative for my successful completion of this six month process.

**Check all that apply:**

- My supervisor/department will allow me the time required for full program participation including, but not limited to, the involvement in conference calls, 3 required events, an Individual Leadership Development Plan and Leadership Project.
- The information provided in this application is accurate.
- If selected for the ATTC Leadership Institute, I will participate fully.

Candidate Signature:



Submit **Complete Application** by **May 13, 2009** to:

Deann Jepson  
Program Manager and Workforce Development Specialist  
ATTC National Office  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110  
Email: [jepsond@umkc.edu](mailto:jepsond@umkc.edu)  
Telephone: 816-235-6984  
Fax: 816-235-6580

Delivery Address: 5315 Rockhill Rd.  
Kansas City, MO 64110

ATTC Network Web site: [www.ATTCnetwork.org](http://www.ATTCnetwork.org)

ATTC Leadership Institute for HBCU Emerging Leaders:

[www.ATTCnetwork.org/HBCUleaders](http://www.ATTCnetwork.org/HBCUleaders)

*See page 8 for application checklist before mailing.*

## Mentor Application Form

Application deadline: June 1, 2009

The ATTC Leadership Institute Selection Committee appreciates the time and care necessary to submit this mentor application form and is grateful for your mentor's willingness to assist and guide you throughout this six-month process.

Please **type or print** your responses to all the questions on this form. A fillable online version of this application is available at [www.ATTCnetwork.org/HBCUleaders](http://www.ATTCnetwork.org/HBCUleaders).

### CONTACT INFORMATION

Mentor's Name: \_\_\_\_\_ Credentials: \_\_\_\_\_

HBCU: \_\_\_\_\_

Department: \_\_\_\_\_ Title: \_\_\_\_\_

Your Mentor's HBCU Campus Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

#### Benefits of Mentoring:

- Sharpen leadership skills
- Develop many rewarding professional contacts by interactions with other mentors and emerging leaders
- Contribute to the addictions treatment and recovery services field in which many years have been dedicated

## MENTOR CERTIFICATION AND AGREEMENT

The purpose of the ATTC Leadership Institute is to enhance the knowledge of a diverse group of promising individuals at an optimal point in their career. The program is designed to help Institute participants prepare for greater responsibility and to contribute more to their respective HBCU institution, and ultimately, the addictions treatment and recovery services field.

I understand continued support is imperative for my protégé's successful completion of this six month process.

**Check all that apply:**

- I am willing to participate fully in the mentoring process, including, but not limited to, monthly contact with my protégé, attendance at 2 required events, and guidance throughout the six-month program.
- The information provided in this application is accurate.
- If selected for the ATTC Leadership Institute, I will participate fully.

Mentor Signature:

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Submit **Complete Mentor Application** by **June 1, 2009** to:

Deann Jepson  
Program Manager and Workforce Development Specialist  
ATTC National Office  
University of Missouri-Kansas City  
5100 Rockhill Road  
Kansas City, MO 64110  
Email: [jepsond@umkc.edu](mailto:jepsond@umkc.edu)  
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[www.ATTCnetwork.org/HBCUleaders](http://www.ATTCnetwork.org/HBCUleaders)

*See page 6 for Mentor Selection Guidelines*