

UF Academy Application to Participate

Applications are being accepted from
July 20 through August 28, 2009



The 2009-2010 program kicks off on September 23, 9 a.m. to 12 p.m. at the Human Resource Services Building, Room 120.

Designed for emerging leaders at our institution, the UF Academy is a 9-month program – sponsored by UF Training and Organizational Development – that provides a UF-specific approach for up to 15 recognized star achievers who are “emerging leaders” at our institution. Entering its seventh year, the UF Academy (formerly the Finance and Administration Academy) focuses on immersion in the university culture and exposure to its organizational structure.

Participants are selected via a competitive application process. This year, participation in the Academy will last from October 2009 through June 2010. UF Academy participation represents 2 to 3 meetings each month and an 8-16 hour monthly commitment depending upon what’s scheduled.

To participate in the Academy, an employee must be exempt with at least two years of supervisory or decision-making responsibility at UF and have supervisory support as well as satisfactory performance reviews and attendance records. Employees at the assistant director level and above as well as interested faculty members with fewer than two years at the university also may apply to participate.

For more information, please visit: www.hr.ufl.edu/training/leadership.

To apply, please include with this application:

- A brief letter of interest (typically one page), in which you explain why you are interested in participating in Leadership Development at UF and why you believe you would be a good candidate for the UF Academy.
- A letter of support from your immediate supervisor (or comments provided on this application) as well as a letter of support from your dean, director, or department chair.
 - If your supervisor is the dean, director, or department chair, please provide a letter of support from him or her rather than comments via this form.
- A one-page outline of your employment history, including key highlights.

Applicant’s Name (Please print or type):

UFID:

Title:

UF Department or Division:

Please check one:

Supervisory Position

Non-Supervisory Position

Date of Hire at UF:

Please read the following statement and sign this application.

I understand if I am selected to participate in the UF Academy, I will be responsible for attending all scheduled meetings or making alternative scheduling arrangements when conflicts are unavoidable; actively participating in those meetings; completing assignments between meetings; and working with fellow participants as needed, which may include a report or project at the conclusion of our participation.

Signature:

Date:

Next, please obtain the following signature to indicate supervisory support:

As the applicant's immediate manager/supervisor, I support this person's participation in the UF Academy and attest to his or her satisfactory performance reviews and attendance records.

Immediate Manager's Name (Please print or type):

Signature:

Date:

Comments:

(Deans, directors, and department chairs: Please provide a letter of support rather than comments via this form.)

Upon completion, please forward this application to UF Training and Organizational Development, PO Box 115006, Gainesville, FL 32611, FAX 392-1055. Remember to include:

- Your letter of interest.
- A letter of support from your immediate supervisor (or comments provided on this application) as well as a letter of support from your dean, director, or department chair.
 - If your supervisor is the dean, director, or department chair, please provide a letter of support from him or her rather than comments via this form.
- A one-page outline of your employment history, including key highlights.

See www.hr.ufl.edu/training/leadership/default.asp for more information.