

# 4CD LEADERSHIP INSTITUTE

## 2013-2014 Application

### Overview:

The 4CD Leadership Institute (Institute) is open to all classified and academic regular monthly managers/supervisors, full time tenure track faculty members, full time tenure faculty members and monthly classified employees who aspire to obtain the competencies required for future leadership opportunities. The Institute will run from January through May 2014. A maximum of 20 employees will be selected from across the District to participate in the Institute.

To be eligible, applicants must meet all of the following requirements:

- Have worked with the District for at least 3 years;
- Have an interest in strengthening leadership skills in their current position or obtain leadership skills for a position they aspire to pursue in a community college environment in the future;
- Have demonstrated leadership skills on the job or in the community; and
- Have demonstrated strong oral and written communication skills.

### Application Process:

1. Submit the completed application along with a current resume and two letters of recommendation (one must be from the supervising manager) to the District Human Resources Department, attn: Andrea Gonzalez-Lewis by close of business on **Wednesday October 30, 2013**. You can locate the application on the CCCCD Insite Portal at: <https://insite.4cd.edu/orgs/dwco/dst/4cdli/default.aspx>
2. A committee with faculty, management, classified and Cabinet representatives from the various campuses and District Office will screen the application packets and recommend final applicants to the Chancellor's Cabinet.
3. Recommended finalists will be forwarded to the Chancellor's Cabinet. In addition to the recommendation from the screening committee, consideration for other criteria such as location and constituency group representation will be included in the final selection of participants.
4. Final program participants will be selected by the Chancellor's Cabinet.
5. Final selection of participants will be announced in **November 2013**.
6. The all-day orientation to the Institute will be held on **Friday January 24, 2014** at the District Office Board Room.

**Evaluation Process:**

Successful candidates will be evaluated on the basis of the following:

- Completeness of the application materials
- Strength of reference letters
- Responses to narrative questions provided in the application form

**Application:**

Applicants are encouraged to answer the following questions in a complete yet concise manner:

**Personal Information**

Name of applicant:

Title

Current Job Description:

Location:

Office Phone

Supervisor:

**I. Employment History**

Date of hire at Contra Costa Community College District: (mo/day/yr)

Please indicate your most recent employer prior to CCCCDC:

Name of Institution/Organization

City/State:

Title:

Primary Responsibility:

Date of employment: From: (mo/day/yr) To: (mo/day/yr)

**II. Professional Development: List the number and types of professional development activities in which you have participated.**

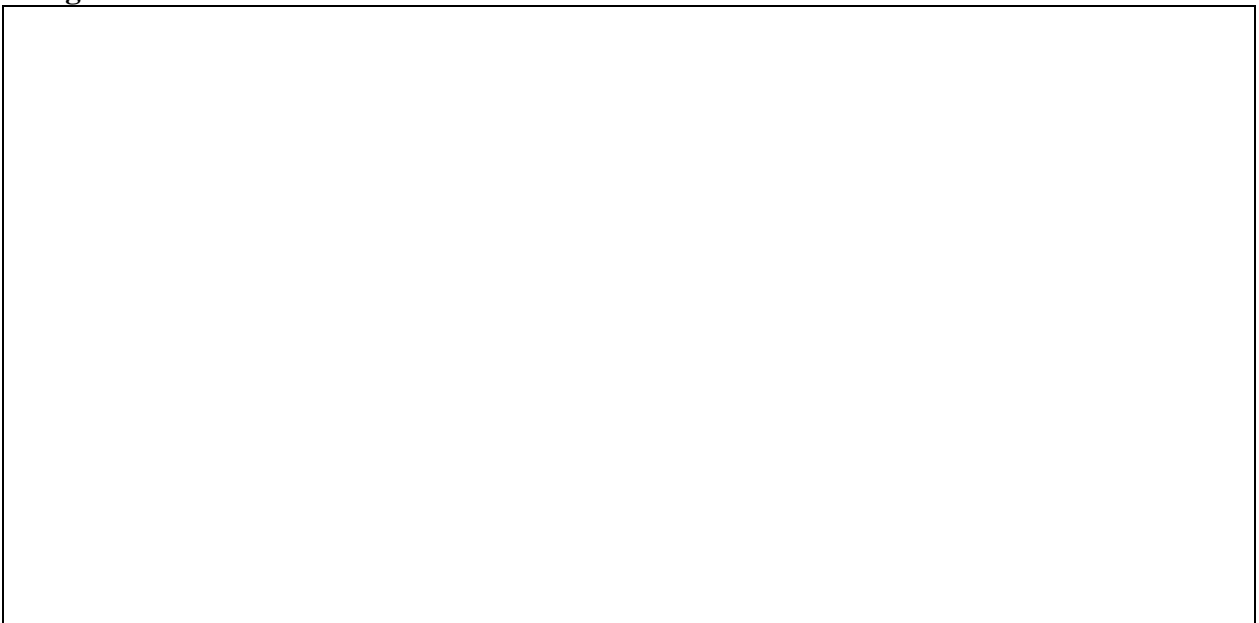
**III. Narrative (50 word limit for responses to each question)**

**a) What is your definition of leadership?**

**b) How would you characterize (describe) the leadership you provide on a daily basis in your current position?**



**c) How do you feel participating in the 4CD Leadership Institute will help you grow as a leader?**



**d) In a brief paragraph, describe your personal code of ethics.**

**e) What is your ultimate career goal (position) even though the position may not exist or be available right now?**

**IV. Required Signatures:**

I understand that if I am accepted as a participant in the 4CD Leadership Institute I am expected to attend and participate in all sessions and will use my acquired knowledge and leadership skills to enhance the future of the District.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I will fully support participation in this activity if this employee is selected to the 4CD Leadership Institute

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(If located at a college, Dean or Vice President. If at District Office, immediate supervisor)

I will fully support participation in this activity if this employee is selected to the 4CD Leadership Institute

College President or Associate Vice Chancellor of HR (if employee is located at DO)  
Signature \_\_\_\_\_ Date: \_\_\_\_\_