LEAD Fellow Application – 2017-18 Cohort

AAMC Leadership Education and Development Certificate Program (LEAD)

General Description

The LEAD certificate program exists to develop educational leaders in academic medicine through evidence-based, collaborative learning, real-life application, and reflective practice. In particular, LEAD is a cohort-based certificate program that fosters practical knowledge drawn from recognized theoretical models and best practices in effective leadership that are relevant to medical education organizations and processes. The LEAD program was created in 2009 to address a professional development gap in educational leadership training and professional development for early to mid-career medical educators and professionals who are aspiring to or already in medical education leadership roles. To date, there are nearly 100 LEAD graduates. The LEAD curriculum reflects a transformational leadership conceptual framework that encompasses four domains: 1) Leading through Strategic Vision and Setting Direction, 2) Leading by Developing Others, 3) Leading by Managing Effectively, and 4) Leading by Developing the Organization.

The LEAD certificate program is available to interested faculty and professionals in academic medicine through two primary venues: 1) a one-year, nation-wide program conducted as regional cohorts, one within each of the four AAMC Group on Educational Affairs (GEA) regions, and 2) a one-year institution-sponsored program conducted onsite. Participation is by application and enrollment is determined by peer review. Each regional cohort may have up to 15 accepted Fellows. LEAD Regional Directors and Faculty are also selected by application and peer review, and many are LEAD graduates. They undergo initial and periodic professional development relative to the LEAD curriculum and program components. Leaders who are interested in applying for an institution-sponsored program should contact Dr. Sheila Chauvin or Dr. Britta Thompson (email addresses are at the bottom of this page.).

The LEAD certificate program is a multi-faceted leadership development model that includes the following primary components: 1) four face-to-face workshops (four hours each) targeting each of the previously mentioned domains (two occur adjacent to the regional GEA meeting in the same location and two occur in late August/early September, with the dates and location within the region set to accommodate the specific LEAD Fellows and Faculty (e.g., minimize travel time and cost); 2) coaching by a LEAD Faculty Coach and a Fellow-identified Local Coach at his/her institution; 3) quarterly intersessions via one-hour teleconferences and independent learning and reflective practice through structured learning activities that occur before and after each workshop; 4) real-life application through a personalized Applied Leadership Focus (ALF) activity designed by each Fellow, with support from his/her LEAD Faculty Coach. LEAD Fellows, faculty, and program directors engage with each other as a professional learning community through formal and informal LEAD activities. All learning materials are contained in a LEAD Learning Portfolio that is used throughout the program. LEAD Fellows must satisfactorily complete all of the above-mentioned LEAD components prior to graduation that occurs at the next regional GEA annual meeting for each cohort. Below are the program goals. Beginning on the next page are steps to get started with completing a Fellow application.

Tuition for the one-year program is $1,000, a one-time payment made prior to beginning the program. LEAD Fellows are responsible for their own travel expenses. LEAD Fellows are encouraged to register and participate in their regional GEA meeting, as the program sessions offer learning and networking opportunities that complement participation in LEAD.

PROGRAM GOALS

Upon completion of the LEAD certificate program, graduates will have enhanced their abilities to:

- Apply relevant theoretical frameworks to guide their ongoing leadership development and effective actions in various situations;
- Provide a solid rationale for using leadership theories to guide practice;
- Differentiate administration, management, and leadership, and explain the contribution of each to performing as an effective educational leader;
- Demonstrate leadership behaviors that include effective communication, supervision, strategic thinking, and organizational development (e.g., creating a shared vision, developing people and capacity, facilitating effective change);
- Use reflective practice and feedback to develop and continuously refine their personal leadership style and effectiveness; and
- Develop supportive relationships with others to facilitate one's leadership career aspirations.

For more information, please contact:

- Dr. Sheila Chauvin at schauv@lsuhsc.edu or drsheilachauvin@gmail.com
- Dr. Britta Thompson at bthompson@hmc.psu.edu

Thank you for your interest in LEAD!
Completing a LEAD Fellow Application: Getting Started

Please be sure to read carefully the previous page regarding the LEAD program and the specific expectations for Fellows before proceeding the steps listed below. If you have questions or wish to discuss any aspect of the LEAD program, please contact either Dr. Sheila Chauvin or Dr. Britta Thompson (email addresses on previous page).

The deadline for receipt of LEAD Fellow Application is Friday, November 18, 2016.

The LEAD Fellow Application consists of three parts:
1. An online application form (background and contact information, narrative responses to 6 questions/prompts).
2. A letter of support from your direct supervisor (example letter included on the next page) *
3. Your current curriculum vitae *
*The letter of support and your curriculum vitae are saved as a single PDF that is uploaded to the online application form.

Steps to preparing your LEAD Fellow Application – You can use this as a checklist:

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<td>☑ 1. As early as possible, share with your direct supervisor information about the LEAD program, Fellow expectations, and your desire to apply as Fellow in the program. Confirm his/her support, and obtain a letter of support for inclusion in your LEAD Fellow application (see example letter on the next page).</td>
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<td>☑ 2. Update your curriculum vitae, if necessary.</td>
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| ☑ 3. Create a single PDF that contains the letter of support from your direct supervisor and your current curriculum vitae.
  a. Create a filename for the PDF that reflects the following: Lastname, Initial-first name, regional GEA, and Fellow2017-18
  b. Filename example for John Smith: SmithJ_CGEA_Fellow2017-18.pdf |
| ☑ 4. Prepare a draft of narrative responses to the six prompts in the application.
  a. It is easier and more effective to do this as a Word document first. When you are ready, you can copy and paste each response into the appropriate space in the online application.
  b. Prepare responses that are clear and specific to each prompt. Strive to be concise (e.g., < 1,000 characters per response). |

Below are the six prompts:

- Describe your leadership roles and activities (formal and informal) in academic medicine within the past five years.
- Right now, what do you perceive to be your leadership strengths?
- If you are accepted into the LEAD program, describe any particular leadership capabilities that you would like to address for your own professional development.
- Please describe an educational settings, opportunities, and/or situations (formal or informal) in which you could apply what you are learning in the LEAD program.
- As you envision your career as a medical educator, please describe your educational leadership aspirations or professional development goals (e.g., in a specific area of medical education or a particular position/role that you’d like to achieve, and/or specific leadership abilities).
- Please describe any other particular motivations that you have for participating in the LEAD program.

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<td>☑ 5. You are now ready to complete your online LEAD Fellow application. Click on the following web link to get started: <a href="https://www.surveymonkey.com/r/LEAD-Fellow-App">https://www.surveymonkey.com/r/LEAD-Fellow-App</a></td>
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Sample letter from Direct Supervisor (include on institutional letterhead)

[Date]

LEAD Steering Committee  
c/o Sheila W. Chauvin, PhD, MEd  
drsheilachauvin@gmail.com

Dear LEAD Steering Committee Members:

I am writing in support of [name of applicant] as a candidate for the Association of American Medical Colleges (AAMC) Leadership Education and Development (LEAD) Certificate Program. [Name of applicant] has shown promise as an up-and-coming medical education leader, and [s/he] will benefit from participation in this program, both in terms of [his/her] development as a leader, as well as to current and potential areas of leadership. [The supervisor might consider including a few examples of current observations and potential opportunities for the candidate being able to advance involvement in educational leadership.]

I recognize that the LEAD program has been developed as an intensive professional development opportunity that will engage [name of applicant] in applying what he learns in LEAD to our own institution. I support 0.05 FTE to support [name of applicant] full participation in the LEAD program activities that include participation in four, four-hour in-person workshops (two at our region GEA spring meeting and two at a location within the region that will occur late August/early September), four quarterly intersessions via teleconference (one-hour each) and to complete both individual learning activities and a personalized Applied Leadership Focus activity in which [s/he] will apply LEAD content and skills to real-life application and professional reflection. I know that [name of applicant] will also choose a Local Coach at our institution with whom [s/he] will work with to enhance [his/her] knowledge and understanding of effective leadership to real-life situations in our institutional setting.

I have discussed with [name of applicant] this opportunity, and look forward to the enhanced leadership knowledge and skills that this will afford [him/her].

Sincerely,

Signature of Supervisor