

National Council of University Research Administrators

NATIONAL
COUNCIL OF
UNIVERSITY
RESEARCH
ADMINISTRATORS

Established 1959

NCURA



Vision without action is just a dream; action without vision is just passing the time; vision with action can change the world.

Joel Barker, Scholar

People grow through experience if they meet life honestly and courageously. This is how character is built.

Eleanor Roosevelt

NCURA, identifying and developing its leaders for tomorrow.

LEADERSHIP DEVELOPMENT INSTITUTE

2010



PURPOSE

NCURA understands the importance of developing and cultivating leaders to sustain and strengthen our organization. NCURA recognizes that future leaders can come from a variety of institutions and personal and career backgrounds. NCURA also understands that leaders need opportunities to learn leadership skills and to apply them. As NCURA grows and prepares for its future, it is looking for our next generation of leaders—those who are ready to demonstrate their commitment to the organization.

In 2003, NCURA developed a program to assist in identifying and developing its leaders for tomorrow. This program is entitled the “Leadership Development Institute” (LDI).

BENEFITS OF PARTICIPATING IN THE LDI

LDI participants will engage in assignments throughout the year to develop and hone leadership skills to benefit both professional and personal endeavors. In addition, those in the program become part of a network of fellow members that are similarly committed to NCURA in the years following LDI. To ensure connection to NCURA and a full understanding of the organization, a senior member of the organization supports each participant in the role of Advisor. Graduates of the LDI are better prepared for and positioned to serve in increasingly responsible leadership roles at NCURA's regional and national levels. They will be encouraged to serve on task forces and committees as appropriate positions become available.

*I would rather know
some of the questions
than all of the answers.*

James Thurber

*The art of becoming
wise is knowing what
to overlook.*

Roger von Oech

LDI COMPONENTS

Advisor Program

An important component to any successful leadership-training program is an advisor program. NCURA's Nominating & Leadership Development Committee selects a seasoned NCURA Advisor for each participant. Past NCURA officers and members of the Board of Directors, along with others who have served in leadership roles at both the regional and national level, will serve as selected LDI Advisors. Advisors will be available to LDI participants throughout the Institute to coach them on their leadership journeys and to serve as role models and resources for pursuing NCURA's many leadership opportunities.

The Virtual Classroom

Beginning each January, LDI students use the Leadership Development Institute's Virtual Classroom to interact with each other and LDI's professional leadership trainer/facilitator. Utilizing a special web site, conference calls, chat sessions, and an LDI listserv, participants explore a curriculum using the framework suggested in Kouzes and Posner's acclaimed *Five Practices of Exemplary Leadership*. There are approximately 4 hours a month of assignments including readings, exercises and leadership assessments such as the LPI and the MBTI. The class also meets virtually approximately once a month to process as a community what they are learning.

Spring Retreat

In late spring/early summer, LDI participants gather at a retreat setting for two and one-half highly interactive days with the LDI facilitator and NCURA leaders. The retreat includes sessions on using MBTI and LPI results for self development and management, communication, group dynamics and problem-solving. In addition to "NCURA 101" and panel discussions by NCURA leaders, the LDI uses case studies to reinforce the concepts and relate them specifically to research administrators. The students choose a leadership project to undertake at their institution, to which they will apply their learning and present at the annual meeting workshop.

Annual Meeting Workshop

LDI training concludes the weekend of NCURA's Annual Meeting. This final retreat focuses on meetings, stress, and conflict management, pulling the LDI together to help the students plan the next steps in their leadership journey. The students present their leadership projects to each other and the advisors in the finale of the program.

Graduation

Those LDI participants who meet the graduation criteria will receive a certificate of completion during the Annual Meetings at a time that allows maximum visibility. Additionally, a press release will be sent to each graduate's institution and community announcing the graduate's achievement.

LDI Reception

LDI participants who attend the Annual Meeting will be invited to a reception where they will meet their advisor and fellow classmates.

ELIGIBILITY

Any current NCURA member who has been a member for at least three years is eligible to apply for the LDI. Self-nomination is permitted. Candidates must complete and submit the attached application and supporting materials to the NCURA office. Additionally, endorsement letters from two NCURA members who are active volunteers on either the regional or national level of NCURA are required.

DEADLINE: Application packets must be received by NCURA no later than May 26, 2009.

COSTS

Paid for by NCURA: The year-long electronic classroom, facilitator, all materials and assessments, and all on-site costs related to the spring Retreat, including room and meals. The final workshop during NCURA's Annual Meeting (facilitator, meals, materials).

Paid for by your institution: All travel costs associated with travel to and from the spring Retreat and all costs associated with the NCURA Annual Meeting for 2009 and 2010, including registration, travel to and from the meeting, and hotel room.

Take care of the troops:

Accomplish the mission

Colin Powell

Optimism is the faith that leads to achievement.

Helen Keller

THE APPLICATION GUIDELINES AND SELECTION OF LDI PARTICIPANTS

Candidates must complete and submit the NCURA Leadership Development Institute Application Form, along with an essay, current resume and letters of endorsement from two actively involved NCURA members. Additionally, the signature of each candidate's supervisor is required on the Application Form. The Candidate's essay should address what specific leadership skills they wish to develop through LDI. In addition, the candidate should describe how participation will enhance their individual professional development, and contribute to NCURA and their home institution. *The complete packet must be submitted to ldi2010@ncura.edu by 5:00pm EST, May 26, 2009.*

FIVE PRACTICES OF EXEMPLARY LEADERSHIP

- 1. Model the way.**
- 2. Inspire a shared vision.**
- 3. Challenge the process.**
- 4. Enable others to act.**
- 5. Encourage the heart.**

Based upon the completed application provided by the candidate, the NCURA Nominating & Leadership Development Committee will consider the following criteria when selecting participants:

1. Statement from the applicant regarding how participation in LDI will enhance his/her personal development, contribute to his/her home institution, and demonstrate commitment to NCURA.
2. Supervisor signature on application indicating endorsement and confirming the commitment of the home institution to support costs and participation in LDI.
3. Two letters of endorsement from NCURA Members who are active at either the regional or national level in roles such as: National Officer; Regional Officer; Board Member; Committee Member; Faculty Member
4. Previous participation and commitment to NCURA as demonstrated by involvement at the NCURA national or regional level.
5. Other professional and community service.

The NCURA Office will notify each applicant of the selection (or non-selection) for the LDI. Incomplete applications will not be eligible for review.

QUESTIONS?

Contact NCURA

Phone: (202) 466-3894

Email: info@ncura.edu



“The LDI changed the direction of my life. With the priceless LDI instruction I received, I now better understand myself and more importantly how to lead and empower others. Daily, I apply this new-found knowledge in my professional career in Research Administration and actively promote LDI concepts whenever possible. The LDI was certainly a paramount, life-changing event for me and one in which I will continue to use for years to come.”

Michael Wetherholt, LDI Class of 2006
Director, Office of Sponsored Programs,
Murray State University

“My LDI experience is one of the highlights of my career. At the time, I was transitioning from a PUI to a Research 1 institution, halfway across the country. Through LDI, my colleagues became my friends and professional support group. The interactive leadership training we received also provided practical ways for us to solve problems we faced on the job. One of my favorite experiences was with the national NCURA leaders that participated in our LDI retreat. From them I gained a true understanding of NCURA's vision and values, and we had fun! They are my inspiration for contributing my leadership skills to NCURA. Thanks, NCURA, for the LDI gift!”

Jackie Hinton, LDI Class of 2006
Grant Writer/Project Administrator
Grants & Research Support Office (GRS)
University of Utah

As a member of the LDI class of 2005 I made a connection with the rest of my classmates that was more bonding than I could have anticipated. However, in discovering my new colleagues, I learned that they also represented everyone in NCURA. We each had varying levels of expertise in a broad array of areas related to our field and we had unique experiences to contribute to our common profession. LDI helped me to tap into what I have to contribute to NCURA and to university research administration and highlighted for me that each NCURA member has something to contribute to my own professional development. The LDI experience showed me that it is in the sharing of ourselves with our profession and being receptive about what others have to offer that we show leadership.”

Christine Katsapis, LDI Class of 2005
Director, Office Of Sponsored Programs,
Gallaudet University

“As the only pre-award staff at a small, predominantly undergraduate institution, I found the LDI to be especially valuable. The program filled in a lot of gaps for me and also helped me to identify the range of resources that are available through NCURA. In addition, LDI exposed me to an array of seasoned professionals in NCURA. These individuals, including my mentor, provided--and continue to provide--invaluable guidance to me. I am inspired by the dedication of fellow members to the profession of research administration. I have since increased my participation in NCURA by serving as a presenter and as a program committee member.”

Danielle Woodman, LDI Class of 2006
Director, Office of Academic Grants,
Daemen College

As a NCURA member since 1988, I have always been impressed by the high level of commitment that the organization has for its members' professional development. The LDI, for example, enables research administrators to build a strong network of peers for information and resource sharing, friendship and camaraderie. As a participant in the 2004 Institute, I was given the skills to successfully navigate my transition from preaward administration to government relations. In my new position in research center administration, I am again turning to my LDI body of knowledge to help me to tackle new challenges and take advantage of new opportunities. The LDI has been the highlight of my own professional development path and I am truly grateful that I was given the opportunity to connect to such a wonderful group of colleagues in such a supportive environment. I look forward to learning even more through my participation as a LDI mentor.”

Mary Beth Curtin, LDI Class of 2004
Associate Director,

The Small Scale Systems Integration and Packaging Center,
The Center for Advanced Microelectronics Manufacturing
Binghamton University



SECTION III:

SERVICE TO NCURA

Committee/Task Force	Role	Dates of Service

OTHER PROFESSIONAL AND COMMUNITY SERVICE

Organization	Role/Project	Dates of Service

SECTION IV:

CANDIDATE ESSAY

Please attach a brief statement regarding how your participation in the Leadership Development Institute will enhance your individual and professional development, as well as contribute positively to the future goals of NCURA and your home institution. If accepted, your essay may be posted in the LDI classroom.

Candidate's signature _____

I recommend this applicant for the NCURA LDI and agree that he/she will be able to fully participate in the leadership activities as described in the program brochure. Our institution agrees to cover all travel costs associated with the candidate's participation in this program.

Supervisor's signature _____

Print Name _____

Title _____

Phone _____

NCURA LEADERSHIP DEVELOPMENT INSTITUTE

Please submit your application in one pdf in the following order:

- Completed Application Form
- Current Resume
- Candidate Essay
- Supervisor's Signature
- Letters of endorsement from two actively involved NCURA volunteers, at either the regional or national level in roles such as: National Officer; Regional Officer; Board Member; Committee Member; Faculty Member

Submit application materials on or before May 26, 2009 to Idi2010@ncura.edu

Incomplete applications will not be considered.

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