



Women's Center
148 Millett Hall
3640 Colonel Glenn Hwy.
Dayton, OH 45435-0001
(937) 775-4524
FAX (937) 775-2464

Date: December 16, 2009
To: All Interested Candidates
From: Amber Vlasnik, Chair
Presidential Screening Committee

Thank you for your interest in the HERS Bryn Mawr Summer Institute for Women in Higher Education Administration. This memo will share important information about the WSU Screening Process and your application packet. All application materials are due to the Women's Center by 5:00 p.m. on Monday, January 26, 2009.

If you have additional questions after reading this memo, please do not hesitate to contact me. As Chair of the Presidential Screening Committee, my duties include answering questions, addressing concerns, and providing application guidance. In addition, as a part participant of the Summer Institute, I can answer many of your other questions about this immersive experience. However, candidates must communicate their interest to me so that I can assist!

History and Tradition of the WSU Screening Process

Wright State University has a long-standing tradition of supporting the professional development of women faculty and staff at the HERS Bryn Mawr Summer Institute. Over the years, sixteen WSU women have represented the university at this prestigious national institute. As a result of Wright State's demonstrated commitment, many more WSU women apply each year than the institution can support. In 1997, the Office of the President asked the Women's Center to run a screening process for the presidential nomination; since that year, the Director of the Women's Center has chaired the Presidential Screening Committee. The duties of the committee are to screen the candidates and share their feedback with the Chair of the Screening Committee. The responsibilities of the Chair of the Screening Committee include the following tasks:

- Coordinate all official communications about the annual screening process.
- Solicit nominations and encourage all interested women to apply.
- Assist candidates with their applications by clarifying the application process, meeting individually with candidates, and offering suggestions for how to strengthen applications, if requested.
- Coordinate the selection process of the Screening Committee and share the committee's findings with the Office of the President.

- Once selected, work with the WSU candidate to ensure her application is as complete and strong as possible. Ensure final submission.
- Provide guidance and resources as the WSU participant prepares for her experience at the HERS Bryn Mawr Summer Institute.

WSU women's involvement in the HERS Bryn Mawr Summer Institute could not occur without the generous support of the Office of the President. Selected candidates typically request support for travel expenses (airfare or mileage, meals while traveling, and hotel, if arriving the day before Summer Institute begins) from their department, school, or college.

The Application

The following items are needed for an application packet to be complete:

- Current Résumé or Curriculum Vitae
- Current Job Description
- Organizational Chart that indicates your position within the university
- Self Descriptive Letter that addresses the following:
 - Identifies your immediate professional objective;
 - Identifies what you consider to be your own special strengths;
 - Identifies the problems, if any, which you feel might affect your professional development;
 - Describes the path you would like your career to take, including a specific projection of where you see yourself, or would like to see yourself, in five years (be as concrete as possible);
 - Outlines the ways in which you think attendance at the Institute will help you achieve your objectives.
- A letter from your immediate supervisor. If selected as the WSU representative, the letter will be used in your application packet to HERS and therefore should be addressed:

HERS
Summer Institute
The Chambers Center
University of Denver
1901 East Asbury Avenue
Denver, CO 80208

If selected as the WSU representative, President David R. Hopkins will write a letter of support that will also be included in your application to HERS.

The Application Process

The WSU application process begins in early December when Higher Education Resource Services (HERS) posts information about the following summer's institute. Once their application information is available online, the Presidential Screening Committee releases a letter to all full-time women faculty and staff. The letter outlines the Summer Institute and directs interested candidates to the Women's Center's Web site for more detailed information.

Once your application is completed and submitted (see below for detailed information about your application packet), the Presidential Screening Committee will meet to evaluate all eligible and complete applications. After completing their screening process, they will forward a summary of their conclusions as well as all applications to the Office of President for review and final selection.

The selected candidate will then work closely with Amber Vlasnik, Chair of the Presidential Screening Committee, to complete and submit her application to HERS by the March 1st deadline. It takes approximately six weeks for HERS to decide on the status of the applications to the Summer Institute (mid-April). Accepted candidates will receive a welcome packet from HERS that includes homework that must be completed before arriving at the Summer Institute in June.

About HERS, Bryn Mawr College, and the Summer Institute

The Summer Institute is a month-long professional development opportunity that has been offered by Higher Education Resource Services (HERS) and Bryn Mawr College since 1976. Each summer, approximately seventy women faculty and staff gather from across the U.S. and from many foreign nations to engage in an intensive leadership and management development curriculum taught by dozens of high-profile visiting faculty. This long-standing collaboration between HERS and Bryn Mawr College has created one of the most prestigious professional development opportunities for women in the United States.

According to their Web site (<http://www.hersnet.org/>), HERS is an “educational non-profit providing leadership and management development for women in higher education administration.” Since 1972, HERS has graduated more than 3,000 women leaders from HERS Institutes and has alumnae across the United States, as well as in Canada, South Africa and other nations, in positions of leadership at all levels of higher education.

Bryn Mawr College, located just a 20-minute train ride from bustling Philadelphia in the small town of Bryn Mawr, is a wonderful “home away from home” for HERS participants. As posted on the Bryn Mawr website (<http://www.brynmawr.edu/>)...

Bryn Mawr College was founded in 1885 to give women access to educational opportunities that had long been denied them — including the first Ph.D. programs at a women's college. Bryn Mawr's undergraduate college has a student body of about 1,300 women who hail from 49 U.S. states and 40 foreign countries; almost a quarter of its students are women of color. Bryn Mawr seeks to develop in each of its students

- An intense intellectual commitment;
- A self-directed and purposeful vision of her life; and
- A desire to make a meaningful contribution to the world.

During the month-long experience at Bryn Mawr College, the Summer Institute will explore the following curricular themes:

- **Strategic Vision**, covering topics such as charting and achieving institutional priorities, discerning trends and emerging opportunities, planning long-term, and enlisting constituencies.

- **Resource Management**, including subtopics such as budgeting and financial analysis, recruitment and personnel development, institutional advancement, lobbying and fundraising.
- **Organizational Skills**, exploring collaborative decision-making, strategic change, conflict management, and leading in a diverse and global environment.
- **Institutional Impact**, bringing best practices to campus challenges, advancing campus leadership, and problem-solving with HERS network support.

A typical day at the Summer Institute last approximately 12 hours. It begins with breakfast and then two morning class sessions that are divided by a coffee/tea break. After lunch, two afternoon sessions occur, again with a break for refreshments. After an hour of personal time (some women elect to take the free yoga class), networking hour begins. Dinner is typically the conclusion of the day, though there are several evening sessions each week that can stretch until 9:00 p.m.. Homework in the form of readings or project revisions is assigned most evenings. There are opportunities to dine with the faculty members, many of whom are flown in to deliver a lecture and then will stay for informal or formal networking or to lead discussion topics at meals. There are also opportunities to organize meals based on interest groups, such as women at HBCUs or faculty women who are interested in transitioning to administration. Classes occur all weekdays and Saturday mornings (July 4th excepted). Participants have Saturday afternoon through Sunday evening free. Because of the demanding schedule, participants are not allowed to bring partners, children, or pets, though they may visit during the weekend free hours.

Supervisors who are supporting their employees to attend the HERS Bryn Mawr Summer Institute are encouraged to consider the demands of the Summer Institute. The Summer Institute is a rigorous program that will command, on average, many more than 40 hours per week. While at the Summer Institute, there is limited time to check work e-mail and answer calls. As a result, supervisors are encouraged to consider how to relieve their employees of their Wright State responsibilities except in case of essential functions or emergencies. This will allow the WSU candidate to fully immerse in and engage with the topics, people, and opportunities presented by the Summer Institute, including planning of how to apply the knowledge once she returns to campus.

Conclusion

Best wishes as you prepare your application for this exciting opportunity. Again, please do not hesitate to contact me with questions. In addition, all interested candidates are strongly encouraged to ask questions of the Women's Center staff and past Bryn Mawr participants.