
Emerging Educational
Administrator Institute
Application Packet

2018-2019 Cohort



Sigma Theta Tau International
Honor Society of Nursing®

Institute Overview

The Emerging Educational Administrator Institute (Institute) is intended for nurse faculty in their first administrative position (three years or less), or those aspiring to become administrators. The Institute is an 18-month mentored-leadership experience utilizing the Triad Model.

The Triad Model

The Triad Model consists of the Leadership Scholar, Leadership Mentor, and Faculty Advisor. All work collaboratively to facilitate the Scholar's professional and leadership development.

Outcomes

Participants will:

1. Create an administrative career path.
2. Develop knowledge and skills related to the administrator role in academe.
3. Initiate a personal plan to achieve administrative goals.
4. Apply best practices to administrative actions, decisions, and communications.
5. Develop as an administrator in one of three academic missions (education, research, or service).

Important Dates

- Applications open: **1 September 2017**
- Applications close: **14 December 2017**
- Scholar notification of acceptance: **5 February 2018**
- Workshop I: **9-10 March 2018**
- Site Visit: **Determined by Triad**
- Workshop II: **15-16 March 2019**
- Project deliverables: **1 November 2019**
- STTI biennial convention: **15-19 November 2019**
 - EEAI activities: **15-16 November 2019**

Registration

The Institute's registration fee is US **\$3,000**.

Recommended sources for financial assistance include:

- Employers
- Civic organizations
- Hospital auxiliaries
- University foundations
- Government agencies
- Community and professional foundations
- Professional organizations
- STTI chapters

Responsibilities:

STTI:

- Secure Scholar three nights lodging for Workshop I and II.
- Secure Scholar two nights lodging for STTI's biennial convention.
- Provide Scholar two-day registration for convention.
- Secure Mentor three nights lodging for the Workshop I and II
- Secure Mentor two nights lodging for STTI's biennial convention.
- Provide Mentor two-day registration for convention.
- Provide Mentor a stipend to defray travel costs.

Scholar

- Complete an online application.
- Obtain administrative letter of support for participation in the Institute.
- Select a Mentor based upon professional development needs.
- Communicate monthly with Mentor and Faculty via appropriate communication methods.
- Attend and actively participate in two intensive 2-day workshops.
- Plan, design, and facilitate one site visit at home institution.
- Develop and implement a leadership project (Scholars who are currently enrolled in graduate study may not use terminal project and/or dissertation research study for the Institute).
- Attend Institute activities at STTI's biennial convention including the Leadership Celebration Dinner.
- Attend and participate in a poster presentation at STTI's biennial convention.
- Disseminate results via professional presentations, articles, and abstracts (published results are not exclusive to STTI).
- Secure travel for Workshop I & II and STTI's biennial convention.
- Participate in Institute evaluation activities.

Mentor

- Complete an online application.
- Communicate monthly with Scholar and Faculty via appropriate communication methods.
- Attend and actively participate in Institute workshops.
- Attend one site visit at Scholar's institution.
- Assist the Scholar with his/her leadership journey and project.
- Attend Institute activities at STTT's biennial convention including the Leadership Celebration Dinner.
- Secure travel for workshops, site visit at Scholar's institution, and STTT's biennial convention (stipend will be provided).
- Participate in Institute evaluation activities.

Applications

Scholar

Required Documents

- Scholar Application
- Scholar Curriculum Vitae
- Letter of support from the Scholar's dean or administrative supervisor confirming available time and resources to support participation

Application Questions

Each answer is limited to 250 words.

1. Describe your experience as a nurse educator.
2. Describe your formal and continuing education related to educational leadership.
3. Describe your professional and community leadership experience.
4. Describe your current leadership skills and abilities including your strengths and areas for development.
5. Describe your interest in a career in academic leadership.
6. List your long-term goals for educational leadership.
7. Provide information regarding a potential mentor.
8. Describe how working with your Mentor will further your educational leadership development.
9. Provide one or two potential projects for the Institute you have the capacity to complete within the Institute timeframe (18 months).

Mentor

Required Documents

- Mentor Application
- Mentor Curriculum Vitae

Application Questions

Each answer is limited to 250 words.

Please discuss/describe your:

1. Experience with lifelong learning.
2. Formal and informal mentorship of faculty and/or other professionals.
3. Engagement in the community and/or professional organizations.
4. Ability to assist the Scholar in achieving his or her individual goals.
5. Experience that can support the proposed project's planning and implementation.
6. Access to professional networks that can be helpful to the Scholar.
7. Willingness to commit time and resources to support Scholar's development.

Frequently Asked Questions (FAQs)

How should I select a Mentor?

The Mentor should be someone who can provide guidance and feedback in a manner that allows the Scholar to grow in his or her leadership capacity. Scholars should select an individual not currently employed at their institution. You may find a senior leader, your STTI chapter, or individuals from professional organizations could refer a Leadership Mentor.

Should I interview Mentor candidates?

If the Scholar does not have a prior relationship with the Mentor, it may be helpful to interview several possible candidates to determine whether there is a good fit between the Mentor's expertise and the Scholar's needs.

Should I work with my Mentor on my application?

Yes. Scholars should work collaboratively with their Mentor.

What if my Mentor cannot attend the workshops or convention?

It is essential that the selected Mentor attend both workshops and convention. If he or she is not available, a different Mentor must be selected.

Should I work with my academic administrator in the development of my Institution application and leadership project summary?

Yes. By involving the academic administrator in the development of the Institute application, he or she will be aware of the time and support that will be required for successful participation. This should be reflected in the letter of support.

Who should submit the application?

The Scholar will complete and submit the application. The Scholar should work with his or her Mentor on the application.

May I send an email or fax the application?

No. All applications must be submitted via the online application system.

http://stti.leadership.confex.com/stti_leadership/eeai18/cfp.cgi

Will participants receive continuing nursing education credit for completion of the Institute?

Yes. Scholars and Mentors will receive continuing education credits for Workshops I and II

More questions? Email cenc@stti.org