

ELP Application Process

The Emerging Leaders Program is the University of South Carolina’s signature mid-level leadership program designed for high-potential staff who have **proven responsibility and accountability** over at least one of the following areas:

1. **managing a team** OR
2. providing **direction/oversight** to a program, system, or large project(s).

To participate in this program, the staff member must be in good standing and working in a **full-time staff position** as a **University of South Carolina-Columbia employee** for a **minimum of six (6) months**.

This year **twenty (20) ELP** participants will be selected through a competitive application and interview process. **Application submission does not guarantee program participation.** Visit the [OPD website](#) to learn more about ELP.

1	Complete the application in its entirety, including applicant, supervisor, and leadership signatures. <i>Incomplete applications may be rejected.</i>
2	Attach a letter of recommendation / endorsement from your *leadership sponsor indicating: <ul style="list-style-type: none"> • their support and a commitment throughout the program including the cost of the program • their understanding of the program time requirements • why they are recommending you currently over others • what they hope you will gain from this program <i>Applications submitted without this letter attached will be rejected.</i> <i>*Leadership sponsor includes your respective Department Head/Chair, Dean, Provost, Vice-Provost, Associate Vice President, or Vice President.</i>
3	Email your application and letter of recommendation packet to kpruitt2@mailbox.sc.edu by the deadline of Wednesday, June 23, 2021 at midnight .
4	Eligible, qualified applications are rated, and top candidates are selected to interview for the program in early July . The review committee strives to create a diverse cohort of proven, high-potential leaders, representing many roles and work settings/departments across the university.
5	Applicants are notified of their application status by early August . The program starts on September 1, 2021.

Information				
Name	Title	Division or College	Department	
Bldg. Name & # (campus mail)	Work Phone	Cell Phone	Work Email Address	
Supervisor’s Name	Supervisor’s Title	Supervisor’s Email	Your USC ID	Dept. & Fund #

Business Manager's Name <i>(to invoice for program)</i>		Business Manager's Email	
Date of Hire in Current Position	Highest Degree Attained	Institution	Do you supervise/manage: Staff <input type="checkbox"/> Faculty <input type="checkbox"/>
Certificates Earned: LEAD <input type="checkbox"/> LEAD2 <input type="checkbox"/> Managing High Performing Teams <input type="checkbox"/> Effective Communications <input type="checkbox"/> Business Managers Certificate <input type="checkbox"/> Certified Public Manager <input type="checkbox"/> Other(s)			

Work History		
List the three most recent positions you have held, the dates, and a <u>brief</u> (2-3 sentence) description of responsibilities, with the most recent position first.		
1.	Position Title	Dates
		Description of Responsibilities
2.		
3.		
I.	Describe how the responsibilities of your current role qualify you to participate in ELP.	
II.	Describe the areas in which you have demonstrated your readiness to lead or make contributions to change at the university.	
III.	Provide a written statement indicating your personal objectives in participating in the Emerging Leaders Program. Please reflect on how you expect to incorporate expertise and experiences gained from ELP to improve your performance and behavioral outcomes in your current role.	



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Signatures required to endorse commitments, financially (\$700) and physically (85% of sessions), to this program.

Organizational Leader	Title	Phone	Email
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<i>Organizational Leader's Signature</i>		<i>Date</i>	
<hr/>		<hr/>	
<i>Supervisor's Signature</i>		<i>Date</i>	
<hr/>		<hr/>	
<i>Applicant's Signature</i>		<i>Date</i>	
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