



January 22, 2014

Dear Administrator:

The Council of Administrators of Family & Consumer Sciences is coordinating a workshop to provide comprehensive and systematic professional development for Family & Consumer Sciences/Human Sciences early career administrators and aspiring administrators in higher education, Cooperative Extension, and the Agricultural Experiment Station.

The *Emerging and New Leaders Workshop* will be held at the historic Mayo Hotel in Tulsa, Oklahoma – July 27–July 30, 2014. We invite you to participate and to nominate emerging administrators with leadership potential and strong interest in family and consumer sciences/human sciences higher education administration. Perhaps you can encourage new administrators to participate.

The workshop is planned to enhance the future viability of Family & Consumer Sciences/Human Sciences by preparing leaders for positions in higher education administration for the next decade and beyond. Focusing on emerging (and new) administrators, this workshop will address competencies needed for assessing one's attributes and skills for successfully administering Family & Consumer Sciences/Human Sciences programs. The workshop will focus on:

- Strengthening self-awareness
- Developing relationships and teamwork
- Understanding alliances and political realities
- Understanding elements of a promising future
- Building capacity, dealing with change, and managing resources across domains
- Creating an ongoing learning community from this cohort of Family & Consumer Sciences/Human Sciences new and emerging administrators

Workshop sessions will be led by experienced Family & Consumer Sciences/Human Sciences administrators and by experts in administrative leadership and management. Ample opportunity will be provided to discuss issues and ideas in small groups. Seasoned administrators will also serve as facilitators, presenters, and mentors.

GUIDELINES FOR APPLICANTS

It is important that the application for the workshop be made in accordance with the following instructions:

1. Those wishing to participate in the *Emerging and New Administrator Workshop* **can be nominated by their administrators or can apply themselves.**
2. A **letter of support** from a higher education administrator must accompany the emerging administrator application.
3. The applicant's **curriculum vitae** must be submitted with the application form.
4. The **application form** (see attached) may be downloaded from the CAFCS Web site (www.cafcs.org) and reproduced and distributed for use by others.
5. All parts of the application forms must be completed fully and accurately and **submitted electronically.**
6. **The application deadline is March 1, 2014. All applications should be submitted in one single file (PDF format) to: jeri.robertson@okstate.edu**
7. Application forms will be evaluated by the Planning Committee. **Space is available for approximately 30 participants.**
8. All decisions of the Workshop Task Force will be communicated to the applicants by March 31, 2014.
9. Any questions about the application should be directed to Sue Williams at:
210 Human Sciences West
Oklahoma State University
Stillwater, OK 74078
(T) 405.744.7651 - (F) 405.744.6299
sue.williams@okstate.edu

The registration fee (\$800.00) will cover the costs of the workshop including program materials, educational seminars, and related events. Lodging and travel expenses are the responsibility of the participants or their sponsoring college or university. **Specific information related to registration procedures, lodging reservations, and travel suggestions will be communicated to those selected for the workshop by April 1, 2014.**

Sincerely,

Sue Williams, PhD
Co-Chair, Workshop Task Force
Professor
College of Human Sciences
Oklahoma State University

Kay Wilder, PhD
Co-Chair, Workshop Task Force
Professor Emerita
Point Loma Nazarene University

Jorge Atilas, PhD
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