

Section 1: Application Instructions

Application Instructions:

The Mather Staff Leadership Development Institute is open to all staff currently employed by Case Western Reserve University. We ask that all applicants have at least one full year of employment at CWRU before applying to the WSLDI program.

Your completed application will be reviewed by MSLDI board members who are alumna of the program and staff at the Flora Stone Mather Center. We are looking for applications that are thoughtful, specific to you, show your motivation for being in the program, your commitment to the university, and that communicate with honesty and depth. We want to get to know you via your application. We want to know what you expect to gain from the program. We'd like you to tell us what is real about you, not what you think you "ought" to say. (NOTE: all applications are available only to the review committee and are kept confidential by them.)

Completed applications should be submitted by 11:59pm on Monday, June 16, 2025.

A completed application includes:

1. The submission of this form. All questions must be answered. Please remain within the listed page limits. Only applications utilizing this exact form and process will be considered.
2. Resume (uploaded at the end of this form)
3. A signed letter of support from your supervisor agreeing to the following (uploaded at the end of this form):
 - a. A commitment to contribute \$500 to the Flora Stone Mather Center on your behalf. This helps defray the expense of the program, and must be paid at the start of the 2025-2026 academic year begins.
 - b. Agreement that you may take the time off from your regular assignments to attend the mandatory classes and meetings. Your time in this program should be considered professional development and part of your job that uses your normal working hours. Sick, vacation or any other leave time should not be used to participate in this program.
4. Finalists will be asked to meet with the members of the Mather Center Staff and/or MSLDI Selection Committee.

In order to be considered for MSLDI, your supervisor's letter of support must include parts a. and b. and must be signed.

Please be sure to proofread your application for proper grammar and spelling. If you would like writing support, check out the CWRU Writing Center at several campus locations.

Applicants will be notified of acceptance decisions by Monday, July 21st.

Section 2: Demographic Questions

First Name

Last Name

Pronouns - This question is not required.

Gender - This question is not required.

- ☐ Woman
- ☐ Man
- ☐ Prefer not to disclose
- ☐ Prefer to self-identify

Identity (Race/Ethnicity, Sexual Orientation, Ability etc) - This question is not required. You may name anything you find relevant to your work at CWRU or in the broader community.

Phone Number

Email Address

Job Title

Full time or part time?

- ☐ Full Time
- ☐ Part Time

Department

Number of Years at CWRU

Number of Years/Months in Current Position

Supervisor Name

Supervisor Title

Supervisor Email

Section 3: Letter of Intent

Letter of Intent

Submit in PDF form - 2.5 pages max.

Please upload a Letter of Intent for the MSLDI Program that answers the following 3 questions.

(1.) Please provide an analysis of your current position. If you have been in your current position for under 2 years, you may include experiences from your previous position as well. Include details such as:

- the core functions of your role
- short and/or long-term goals this position may help you achieve
- examples (or future opportunities) where you have been able to grow your skills, taken initiative, or shown leadership qualities
- how you have built and/or managed relationships with others in this role and the importance of that work
- any limitations or concerns you have about this role in relation to your career goals

(2.) While it is expected that this will be refined during the program, please include a current vision and action plan for career growth. Be sure to include:

- The types of job(s) you would like to hold in the future; job titles are helpful, but not essential. Descriptions of the skills, duties, and hierarchy level will also work.
- Why you are seeking to move in this direction personally and professionally
- The types of skills (leadership and otherwise) that you have and need
- The types of resources that you have and need
- Any barriers you foresee (professionally or personally) to achieving your goal
- What you intend to do to move your career in this direction

(3.) Please tell us why MSLDI is an excellent fit for your projected career path and what you would bring to the program. Please include:

- Why you are interested in MSLDI
- What you hope to gain from MSLDI
- How you do/will take feedback and incorporate it into your action plan
- If you will be able to commit the necessary time to complete the program meetings, assignments, and reflection
- What you anticipate bringing to a small cohort of women-identified staff seeking to enhance their leadership skills and grow their careers

Section 8

Additional File Uploads (Resume and Supervisor's Letter of Agreement)

Please upload a PDF of your resume here (max file size: 10 MB).

Instructions for the signed document of your supervisor's letter of agreement.

Please upload below a signed letter of support from your supervisor that clearly states their agreement to the following:

A. A commitment to contribute \$500 to the Mather Center on your behalf. This helps defray the expense of the program, and must be paid before the 2025-2026 academic year begins.

B. Agreement that you may be excused from your regular assignments to attend the mandatory classes and meetings. Your time in this program should be considered professional development and part of your job that uses your normal working hours. Sick, vacation or any other leave time should not be used to participate in this program.

In order to be considered for MSLDI, your supervisor's letter of support must include parts A. and B. and must be signed.

C. Upon acceptance into the program, you will be asked to sign a confidentiality agreement which focuses on discussions held in MSLDI classes.

Please upload a PDF of your supervisor's letter of agreement here (max file size: 10 MB)
