
FROSTBURG STATE UNIVERSITY

Employee Development & Leadership Series

Program Overview & Application Packet



Program Overview

In 2014, the Office of Human Resources, in collaboration with the College of Business, established a development and leadership series for high-performing staff and faculty at Frostburg State University. This initiative provides up-and-coming leaders at FSU with the knowledge and skills they need to be successful in their current roles and prepares them for potential leadership roles in higher education.

The series consists of eight (8) workshops each focusing on a different topic and outcomes identified in collaboration with current campus leaders. Through panel discussions and presentations provided by division leaders, participants learn about the different divisions and structures of FSU and the University System of MD.

We encourage interested, high-performing individuals and their supervisors to discuss the relevance of this series to the employee's development and to submit an application for consideration. Members of the EDLS Steering Committee will review applications and select participants.

The purpose of EDLS is to:

- Enhance participant knowledge, skills, and competencies in leadership while developing their ability to manage change.
- Improve supervisory skills, methods, and practices.
- Increase the individual's awareness of their supervisory style and develop/increase the ability to adapt to different styles of behavior.
- Raise awareness of conflict styles and effective approaches to conflict resolution.
- Build a fundamental understanding of current employment, labor laws and regulations that impact the workplace.
- Assist in developing the ability to manage an increasingly diverse workforce and assist in fostering an inclusive workplace environment characterized by fairness, understanding and mutual respect and civility.

Eligible Candidates

To qualify for the series, candidates must meet the following criteria:

- Staff or Faculty
- 3+ years of professional work experience

Participation Selection

The cohort will consist of a mix of staff and faculty members. Participants will be notified of their acceptance into the series by mid-May.

Participation Guidelines

The purpose of the Employee Development & Leadership Series (EDLS) is to provide participants with an opportunity for leadership growth and development. Given the investment of time and resources, it is important that participants are committed to attending all the program sessions.

Attendance is mandatory

Attendance at all sessions is required. Interested candidates should plan regular work-related commitments, professional conferences, and vacations in advance so that they do not conflict with program dates. Participants are NOT allowed to miss the first kickoff session.

Sessions are held on the third Wednesday of each month from 8:15 am to 2 pm. Except for the kickoff and graduation, all sessions will be held in the Hall of Fame room located in the Cordts PE Center.

Extenuating Circumstances

In the event of illness, loss of a loved one, or unexpected workplace emergency, the participant must inform the program coordinator - Lisa Hersch or Jeff McClellan - that they will not be able to attend the session.

Inclement Weather

In the event of inclement weather, participants should follow the university guidelines for closings and delays. Make-up session dates have been pre-scheduled during the winter months and will go into effect if a session must be postponed.

Graduation

Upon completion of all eight (8) sessions, the cohort members will attend a graduation celebration in **May of 2023**. Location to be determined.

Employee Development & Leadership Series

2022 – 2023 Meeting Schedule

Hall of Fame Room, Cordts PE Center

8:15 AM – 2PM

September 21, 2022

October 19, 2022

November 16, 2022

December 7, 2022

January 18, 2023

February 15, 2023

March 15, 2023

April 19, 2023

Cohort networking occurs from 8:15 – 8:30 AM | Session presenters will begin promptly at 8:30 AM

Make-up Session Dates

January 25, 2023 | March 22, 2023

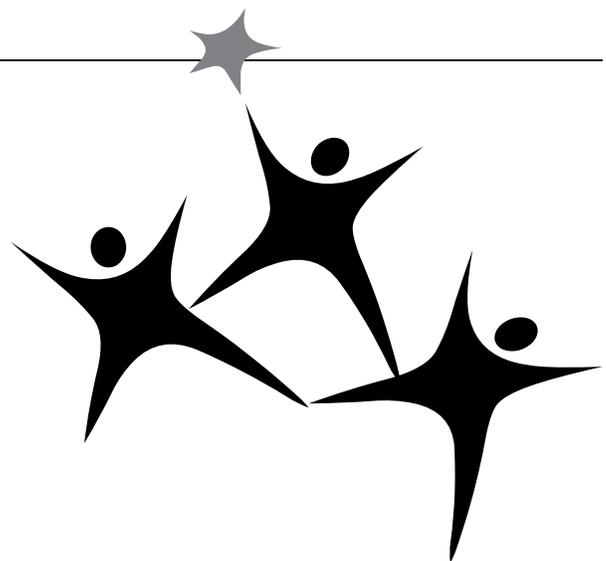
Kickoff Date: September 7, 2022

Graduation Date: May 3, 2023

Contact Information:

Lisa Hersch | ldhersch@frostburg.edu

Rebekah Weimer | raweimer@frostburg.edu



Employee Development & Leadership Series Application

Application Due: Sunday, April 24, 2022 at 11:59 PM

Personal Information

Name:

Title:

Division/Department:

Campus Address:

Phone:

Email:

Name of Immediate Supervisor/Title:

Resume

Please submit a current resume/CV.

Free Response Questions – applicant’s intent

Please submit one (1) page with your responses to the following questions:

1. How do you think EDLS will benefit you?
2. Why do you consider yourself an ideal candidate for this program?
3. What are your career goals for the next five (5) years? How will this program assist you in reaching those goals?
4. Please provide any additional information regarding your interest in the EDLS program.

Applicant Commitment

Please read the following and sign and date below to indicate your agreement:

- I understand that my commitment to the EDLS program includes mandatory instructor-led classes and additional time that may be required to complete any course-related work such as completing self-assessments, surveys, and/or homework.
- I have read the program overview and reviewed the program dates – ensuring my ability to attend each session before applying to the program.
- I understand that my continued enrollment in the EDLS program will be based on attendance at every scheduled session.

My signature below indicates that I have read the program overview, participation guidelines, and EDLS Meeting Schedule. I am committed to attending all sessions if I am selected to participate in the next cohort.

Applicant’s Signature

Date

Leadership Assessment

(To be completed by applicant AND their supervisor)

Application Due: Sunday, April 24, 2022 at 11:59 PM

Applicant's Name:	Date:
Nominated By:	Date:

Leadership Area	Agree	Neutral	Disagree
Support of Agency Values			
• Actions align with university values			
• Displays respect for others			
• Is a good team player			
• Identifies with management			
Leadership Promise			
• Is motivated to lead			
• Accepts leadership responsibility			
• Mobilizes resources/people to action			
• Leads teams that have high morale			
Interpersonal Skills			
• Communicates clearly and effectively			
• Makes effective presentations			
• Demonstrates diplomacy			
• Is trusted and respected			
Demonstration of Results			
• Shows positive team/unit results			
• Displays objective indicators of success			
• Accomplishes major assignments			
Developmental Orientation			
• Has accurate self-insight			
• Is coachable; accepts feedback			
• Has history of learning from experience			
• Quickly learns new tasks			
• Self-initiates development activities			

Additional Comments:

Completed By:

Supervisor Recommendation Form

Application Due: Sunday, April 24, 2022 at 11:59 PM

The Employee Development and Leadership Series Program is aimed at the professional and personal development of faculty and staff in the university. Courses offered as part of this program are designed to provide up-and-coming leaders at FSU with the knowledge and skills that they need to be successful in their current roles and prepare them for potential leadership roles in higher education. Once they are accepted into this program, participants are required to attend all the classes with their cohort. As such, it requires commitment from each participant and from their supervisors.

Supervisor Questions

Please submit one (1) page with your responses to the following questions:

1. How do you think EDLS will benefit your employee?
2. Why do you consider your employee an ideal candidate for this program?
3. How will your department benefit from this person's participation?
4. Please provide any additional information regarding your recommendation.

Supervisor Commitment

Please read the following and sign and date below to indicate your agreement:

- I will support this individual in meeting all program requirements.
- I understand that the participant's continued enrollment in the program will be based on attendance at every scheduled session.

My signature below indicates that I have read the program dates, course policies, and schedule, and support my employee's participation in EDLS. I am committed to my employee's professional development and training, and I will support their attendance to fully participate in this program.

Supervisor's Signature

Date



Checklist

- I have read the program overview and reviewed the program dates – ensuring my ability to attend each session before applying to the program.
- I filled out the EDLS application including my resume/CV, free response questions, and applicant commitment.
- I have completed the Leadership Assessment form based on my current skills/capabilities.
- My supervisor has completed the Supervisor Recommendation Form as well as a Leadership Assessment form for my application.
- Scan a completed, signed copy of your application and email it to: raweimer@frostburg.edu

Application Deadline: Sunday, April 24, 2022 at 11:59 PM



For questions and inquiries, contact:

Lisa Hersch, Chief Human Resources Officer

Office of Human Resources

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www.frostburg.edu/employee-development-leadership-series

www.frostburg.edu/hr