

APPLICATION SUBMISSION GUIDELINES

Procedures and Timeline

Before completing the application, please review the criteria for Eligibility and Selection for MLI 2020. The completed application submission consists of the following:

1. Completed MLI 2020 Application Form.
2. Your current résumé (three pages maximum).
3. Your biography (no more than 300 words).
4. A headshot photo of yourself (JPEG 250x250 pixels).
5. Your institution's mission statement.
6. Your institution's organizational chart with your position circled or highlighted.
7. Two required letters of recommendation.

All materials, including letters of recommendation, must be in English.

The above required submission materials are due in the MLI office no later than Wednesday, January 22, 2020 at 5:00pm PT. The application and recommendation form links can be found in this document and on the MLI website by clicking "Apply Now." Your materials listed above will be uploaded to the application. Only completed submissions will be considered for selection. Selection and reduced program fee decisions will be made by MLI.

MLI's program effectiveness comes from its total immersion experience and the commitment participants devote to the full program schedule, to themselves, their colleagues, and their institutions. You should reconsider your application if you anticipate needing to remain continually engaged at your workplace during June 5-20, 2020. We estimate 6-8 hours of asynchronous coursework per module (every 48 hours) during the online weeks, May 4-16, 2020. You should also plan about 15 hours of asynchronous coursework during the bridge period from May 17-June 4, 2020. Additionally, we are unable to accommodate families or permit visitors for the duration of the program. We understand this can present a hardship for many and we urge you to consider this carefully before making a submission.

Candidates will be notified of decisions in late February 2020.

Instructions

COMPLETE on YOUR COMPUTER and PRINT (you can choose to print as a pdf to save) your own copy, and SUBMIT the MLI 2020 APPLICATION FORM. You will also receive a confirmation email shortly after submission.

To access the application form, click on "Apply Now" on the MLI website. YOU CANNOT GO BACK AND SAVE THE APPLICATION FOR A LATER TIME. Please look through the application and allow yourself plenty of time to fill out the application in one sitting. We recommend that you review the essay questions ahead of time and type your answers in a separate Word document. Then copy and paste your answers to the application when you are ready to submit. You will need to have your résumé, biography, headshot photo, institution's mission statement, and organizational chart, ready to upload before submitting the application.

Complete all sections of the Application Form:

-Candidate Information

-Position Information

-Institutional Information

-Personal Information

-Brief Statements and Analysis and Think Piece. To complete the Think Piece, watch the TED talk, "Don't Ask Where I'm From, Consider Where I'm a Local" (<https://youtu.be/LYCKzpXEW6E>) by Taiye Selasi.

-Financial Information

Note that sponsorship by your institution shows evidence of its commitment to your participation in this program. Institutions are expected to provide both paid release time and financial support where institutional policies allow. If an institution does not provide the full amount of the program fee, participants are expected to contribute to the cost of attendance in proportion to their annual earnings. Suggested minimum personal contributions are indicated below.

Your Annual Salary
up to \$40,000

Personal Contribution
\$500

| | |
|----------------------|---------|
| \$40,001 – \$60,000 | \$1,000 |
| \$60,001 – \$80,000 | \$2,000 |
| \$80,001 – \$100,000 | \$3,000 |
| \$100,001 and above | \$4,000 |

-Statement of Need (if necessary)

-Supplemental Materials

Gather and upload (PDF preferred):

1. Your current résumé (three pages maximum).
2. Your biography (no more than 300 words).
3. A headshot photo of yourself (JPEG 250x250 pixels).
4. Your institution’s mission statement.
5. Your institution’s organizational chart with your position circled or highlighted.

- Letters of Recommendation

Please provide the link for the MLI 2020 [Confidential Recommendation Form](#) posted on the MLI website to your recommenders.

Two letters are REQUIRED as follows:

1. **REQUIRED:** The leading executive (director, president, CEO, dean, etc.) or other top official at your institution. If you are the leading executive, obtain your first letter of recommendation from your board chairman, president, CEO, or the person to whom you report and by whom you are evaluated.
2. **REQUIRED:** Your direct supervisor or a professional colleague currently within your institution.
3. **OPTIONAL:** A professional colleague outside your institution.

Note, no additional letters beyond the three outlined above will be considered.

-Short Surveys

Please complete the survey on leadership and the survey on advertising located at the end of the application.

Once you have completed the MLI 2020 Application Form:

1. Save a copy of the completed form by printing or saving as a PDF to your computer, and then,

2. Click the “Submit” button on the bottom of the application form to submit your GLI 2019 Application Form. This important step is how your information registers electronically and enters you into the selection process. *After clicking the “Submit” button, you will receive a confirmation email with a copy of your submitted application.*

If you have questions, please contact GLI at (909) 607-9477 or e-mail apply.gli@cgu.edu.

Note: Admitted candidates who change employers between admission and participation in the MLI 2020 program must submit a description of their new position, a letter of recommendation from their new employer, and a revised version of the *Financial Information* section. MLI reserves the right to rescind the admission of anyone whose position or responsibilities change between admission and participation in the program beginning in May 2020.