

## APPLICATION SUBMISSION GUIDELINES

### Procedures and Timeline

Review the document, "GLI 2018\_ EligibilityandSelection."  
The completed application submission consists of the following:

1. Completed GLI 2018 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 GLI office no later than January 24, 2018.** Only completed submissions will be considered for selection. Selection and reduced program fee decisions will be made by GLI.

GLI'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. If you anticipate the need to remain continually engaged in ongoing business at your institution during June 8-23, please consider this program for another year. We estimate 6-8 hours per day of asynchronous coursework per module (every 48 hours) during the online weeks, May 14-26. You should also plan about 15 hours of asynchronous coursework during the bridge period from May 27-June 7. 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 2018.

### Instructions

Review the application and allow yourself plenty of time to fill it out. Complete on your computer and SAVE the GLI 2018 APPLICATION FORM (PDF). Once you have completed the application, please email the application to [apply.gli@cgu.edu](mailto:apply.gli@cgu.edu) with the other supporting materials with your name in the title of the docs.

#### 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.

<b>Your Annual Salary</b>	<b>Personal Contribution</b>
up to \$40,000	\$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 (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 "GLI 2018 Confidential Recommendation Form" 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 at the end of the application.

**Once you have completed the GLI 2018 Application Form:**

1. Save a copy of the completed form by printing or saving as a PDF to your computer, and then,
2. Email the application form and your supporting materials with your name on the documents to [apply.gli@cgu.edu](mailto:apply.gli@cgu.edu).

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

Note: Admitted candidates who change employers between admission and participation in the GLI 2018 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. GLI reserves the right to rescind the admission of anyone whose position or responsibilities change between admission and participation in the program beginning in May 2018.