

Department of Diversity, Equity and Inclusion
Medical University of South Carolina
Center for Transformation and Change Master Class Diversity and Inclusion Certificate
Program

Program Lead: Dr. Kathy Obear, Campus Lead: Dr. DaNine J. Fleming

Application for Class of 2019 - 2020

Deadline for Application Submission: May 3, 2019 by 5:00pm

Submit your application as a PDF via email to chatterr@musc.edu (Ronnie Chatterjee)
Incomplete applications will not be considered for participation.

Applicant Information:

Name: _____ Phone: _____

Department: _____ Email: _____

Title: _____

Date of Hire for current position: ____/____/____ Years at MUSC: _____

Supervisor's Name: _____ Supervisor's phone/email: _____

Applicant Signature:

I understand that participation in this program requires a commitment averaging 6 hours/month during regularly scheduled work hours, and that attendance at all program events is mandatory.

Applicant Signature

Date

Interested candidates must complete all components of the attached application. Selected participants will meet June 19, 2019 for a program orientation. Remit payment via IIT.

PART I: APPLICANT'S STATEMENT

Your responses to the following questions will help to determine how your management/professional experiences and aspirations relate to the goals and objectives of the Diversity and Inclusion Certificate Program. **Responses should not exceed 3 total pages for all questions.**

- Why are you applying to the Diversity and Inclusion Certificate Program, and what would you like to gain/learn from your participation?
- Who has been the most influential person or what has been the most important event that has occurred to help shape your leadership development?
- Describe your current role at MUSC.
- Describe why your experience and education make you an appropriate candidate for this program.
- Describe the actions you have taken to enhance your career or improve your management/professional skills within and outside of MUSC. Please include formal education, training, community service, professional associations also college and/or department committees and/or special project activities.
- Give an example of a decision you made at work that in retrospect you would change if you had the opportunity. Describe how you would handle it differently today.
- Provide an example of a time when you have benefited your team or department through the use of your leadership abilities/skills.

PART II: Letters of Reference

As part of your application, you must obtain two letters of reference in support of your application. These letters should come from individuals who can talk about your work experience and achievements. It is encouraged, but not required, that one letter of reference come from your supervisor.

Those individuals serving as references must send their letters directly to the Diversity and Inclusion Certificate Program Selection Committee.

To the Reference:

- Thank you for agreeing to write on behalf of this candidate, who is applying for the Department of Diversity, Equity and Inclusion Diversity and Inclusion Certificate Program. To assist the Selection Committee in evaluating this candidate's application, please address the following in your letter:
- Define your relationship to the candidate (e.g., supervisor, colleague, mentor).
- Describe what distinguishes this candidate in terms of management/leadership potential, and provide specific examples of the employee's work and/or leadership experience which demonstrate these characteristics.
- To your knowledge, what has the candidate done to further her/his development, either through formal professional development programs related to diversity and inclusion or in other ways? Please explain how the candidate interacted with you in seeking personal or professional development. Where applicable, please describe the most constructive piece of feedback you have given the candidate and how the candidate responded?
- What would you describe as the candidate's most significant area for improvement, and why?
- Please describe the candidate's strongest leadership skill.

Please note: Reference statements will not be shared with the candidates.

When you have completed the letter of reference, please sign and date, and send via email to chatterr@musc.edu (Ronnie Chatterjee)

Thank you again for serving as a reference for this candidate.

PART III: CURRENT RESUME/CV

Please attach your current resume to the application packet.

PART IV: SUPERVISOR'S SIGNATURE

Please have your supervisor review the time commitment and indicate his/her support of your application by signing the below statement.

Return the signed statement with your application.

SUPERVISOR'S SIGNATURE

Participation in the Department of Diversity, Equity and Inclusion Diversity and Inclusion Certificate Program will require a commitment averaging 6 hours per month during regularly scheduled work hours and attendance at program events is **mandatory**. Your signature acknowledges your understanding of these requirements and your support of _____'s application.

Supervisor Signature

Date