

**The 2010-2011 AACP  
Academic Leadership Fellows Program (ALFP)**

**Instructions for preparing the ALFP application submission**

**Nomination Form**

Please submit the completed Nomination form, signed by the Dean, in Adobe PDF file format.  
(2010-2011\_ALFP-Deans\_Nomination\_Form.pdf)

**Dean's Letter**

Dean, please attach a letter that addresses the questions provided below. The letter should be no more than 800 words or two double-spaced pages, and saved in Adobe's PDF file format.

1. For how long and in what capacity have you known the nominee?
2. How would you describe the nominee's competencies/talents and potential for leadership?
3. Why do you believe the nominee should be an Academic Leadership Fellow?
4. What do you believe is the nominee's potential for assuming a leadership position in pharmacy college/school administration?
5. What types of positions do you envision the nominee assuming during the next five years?

**Fellow's Agreement Form**

Please submit the completed Fellow's Agreement form, in Adobe PDF file format.  
(2010-2011\_ALFP-Fellows\_Agreement\_Form.pdf)

**Letter of Intent**

To be completed by the Nominee. Please submit a letter of intent, limited to 1000 words or 2½ to 3 double-spaced pages that address the following:

1. Briefly describe any history of leadership/management experiences. The letter should identify any history of leadership activities at the institution such as chairing committees, advising student groups, mentoring students and faculty; developing community/institutional programs; supervising an active research program; and/or formal administrative or supervisory capacity.
2. Address your future career goals.
3. What is your assessment of your strengths and areas needing improvement as a leader?
4. What do you hope to learn through the AACP Academic Leadership Fellows Program?
5. How would you like to make a difference through your leadership in academic pharmacy and higher education?

The letter must be initialed by the dean nominator. Please attach letter in Adobe PDF format.

**Curriculum Vitae**

Please submit your current curriculum vitae, with a two-page summary of career highlights, in Adobe PDF format.

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**2010-2011 AACP Fellows Calendar**

(Dates subject to change prior to program acceptance)

Orientation: Program for Fellows' Dean Mentors, July 2010, AACP Annual Meeting, Seattle, WA  
Session I: August 2010, Washington, D.C. metro area  
Session II: November 2010, Washington, D.C.  
Session III: February 2011, AACP Interim Meeting (approximately 6 days), Washington, D.C.  
Session IV: July 2011, AACP Annual Meeting, San Antonio, TX

**Application Checklist**

Completed applications must include the following:

- Signed nomination form completed by the Dean for each nominee;
- Letter of recommendation from the nominating Dean (limit 800 words or 2 double-spaced pages);
- Signed agreement form completed by the nominee;
- Nominee's letter of intent, initialed by the nominator (limit 1000 words or 2½-3 double-spaced pages); and
- Current curriculum vitae with a two-page summary of career highlights.

All documents are to be compiled and submitted to the AACP Academic Leadership Fellows Program in one email submission. Multiple attached files are acceptable. Adobe PDF is the preferred document type (saved-as, printed-as, or scanned-to). Packets must be received by AACP by 5:00 p.m. EST on **Friday, March 5, 2010**.

Please send all of your application materials, as attachments to a single email, to:

Bradford Miller, Program Manager, at [bmiller@aacp.org](mailto:bmiller@aacp.org).

If you have questions regarding the program, please contact:

Dr. Kenneth W. Miller, Senior Vice President, by e-mail: [kmiller@aacp.org](mailto:kmiller@aacp.org) or by telephone: 703-739-2330, ext. 1039, or

Dr. Arlene A. Flynn, VP for Professional Affairs, by e-mail: [aflynn@aacp.org](mailto:aflynn@aacp.org) or by telephone: 703-739-2330, ext. 1030, or

Mr. Bradford Miller, Program Manager, by e-mail: [bmiller@aacp.org](mailto:bmiller@aacp.org) or by telephone: 703-739-2330, ext. 1017.

Thank you for your interest in the AACP Academic Leadership Fellows Program.

Application Deadline is March 5, 2010.