

**The 2012-2013 AACP
Academic Leadership Fellows Program (ALFP)**

Instructions for preparing the ALFP application submission

1. Dean's Nomination Form

Please submit the completed Nomination form, signed by the Dean, in Adobe PDF file format.
(2012-2013_ALFP-Deans_Nomination_Form.docx)

2. Dean's Letter of Support

Dean, please attach a letter that addresses each of the five 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?

3. Fellow's Agreement Form

Please submit the completed Fellow's Agreement form, in Adobe PDF file format.
(2012-2013_ALFP-Fellows_Agreement_Form.docx)

4. Fellow's 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.

5. Fellow's Curriculum Vitae

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

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2012-2013 AACP Fellows Calendar

(Dates subject to change prior to program acceptance)

Mentors Orientation:	July 14-18, 2012	1 session during AACP Annual Meeting, Kissimmee, FL
Fellows Session I:	August 6-10, 2012	Warrington, VA - Washington DC area
Fellows Session II:	November, 2012	Washington, DC (Date TBD)
Fellows Session III:	February, 2013	AACP Interim Meeting (Date & Location TBD 12/2011)
Fellows Session IV:	July 13-17, 2013	AACP Annual Meeting, Chicago, IL

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)
- 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). Applications must be received by AACP by 5:00 p.m. (Eastern) on **Friday, March 9, 2012.**

Please send all of your application materials, as attachments to a single email, to: ALFP@aacp.org

If you have questions regarding the program, please contact:

Dr. Robert (Buzz) Kerr, Vice President of Academic Affairs, by e-mail: rkerr@aacp.org or by telephone: 703-739-2330, ext. 1013, or

Mr. Bradford Miller, Associate Director of Academic Affairs, by e-mail: bmiller@aacp.org or by telephone: 703-739-2330, ext. 1017.

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