

TO: ACTE Region V Members
FROM: Mark Branger, ACTE Region V Vice President
Coleen Keffeler, Coordinator – Region V Fellowship Program
RE: ACTE Region V Leadership-Fellowship Program
DEADLINE: May 15 2019

The Association for Career and Technical Education Region V is pleased to announce the continuation of an opportunity to participate in a Region V Fellowship Program to promote the image of Career and Technical Education, and to provide an understanding of policies related to Career and Technical education in Region V. Region V will select a maximum of 2 fellows for the next two years. Each fellow will receive a stipend of \$1,500 for each year of the 2-year period. This stipend is to help offset some of the expenses of being a fellow. The Fellowship Program is a two-year commitment from July 1, 2019 – June 30, 2021.

The following information describes the goals, objectives and responsibilities of the Region V Fellows.

PURPOSE

The purpose of the Fellowship Program is to:

- Establish a leadership development program for CTE Educators in ACTE and assist individuals in further developing their leadership skills in CTE and their involvement in professional associations.
- Provide an opportunity for CTE Educators to become familiar with and participate in the processes used by policy makers in the development and implementation of laws, regulations, and other public policies at the local, state, and federal levels.
- Identify, train and motivate a cadre of leaders who will continue to position ACTE as a leader in developing an educated, prepared, adaptable and competitive workforce.

PROGRAM OF WORK

The Fellowship Program is a two-year commitment. Each participant will complete the required activities, attend the required events, and submit a final summary of their accomplishments to the Region V Vice President and Policy Committee. Final reports are due by March 15th in the final year of the Fellows commitment.

RESPONSIBILITIES AND EXPECTATIONS

Leadership Development

- Interview by phone or in-person with a current leader in Career and Technical Education.
- Serve on a Region V Committee.
- Observe one ACTE Region V Policy Committee meeting.
- Complete a book study with the Fellowship Coordinator and Fellows.
- Present at the ACTE Region V Conference each year during the Fellowship Program.
- Judge the ACTE Region V Publication Awards.

Public Policy

- Conduct an in-person visit with a state legislator and prepare a report on the experience.
- Conduct an in-person visit with a federal legislator and prepare a report on the experience.

Professional Development

- Attend all conference calls with Fellowship Coordinator and Fellows.
- By March of the second year, develop personal professional development goals with next steps in place for pursuit after the Fellowship year is complete. Fellows will discuss this project throughout the year with the other Fellows and the Fellowship Coordinator and will present a final report of their plan to the Fellowship Coordinator.
- Attended at least one (1) annual ACTE Vision
- Attended at least one (1) ACTE National Policy Seminar
- Attend two (2) Region V Conferences
- Attend two (2) State Association Conferences
- Complete a digital portfolio of all ACTE Region V Fellowship Program work. Each group of Fellows will be given a digital portfolio at the beginning of each year; the digital portfolio will detail the required activities and provide space for the Fellow to add in their work. At the end of the two years, the Fellows will have a complete digital portfolio with all of their work.
- Be willing to serve as a mentor for the next class of Fellows (optional).

TIME REQUIREMENTS

- Four days to travel to the National Policy Seminar.
- Four days to travel to the Annual Convention.
- Four days to travel to the ACTE Region V Conference (each year).
- Travel to state conference (each year, length to be determined by individual states)
- Monthly conference calls (approximately one hour per call).
- Time as needed to complete readings and other activities

CANDIDATE SELECTION**Criteria**

Criteria Fellowships are limited to Region V members who have at least one year of work in Career and Technical Education. Applicants must have the support of their District and State Association, with a signature from their supervisor and State Association President or Executive Director.

Applicants must submit:

1. A completed application form.
2. A completed Candidate Agreement form.
3. A letter, no longer than one page, expressing your interest in and commitment to serving as an ACTE Fellow and how you intend to use the learning obtained as a result of the Fellowship.

4. A statement, no longer than one page, discussing the issues that you believe are most profoundly affecting CTE today (in your district, state, or the country).
5. A detailed résumé.
6. A letter of support from your principal or immediate supervisor.
7. A letter of support from your ACTE State Association President or Executive Director.

All requirements of the application must be completed in order to be considered. Please complete the application and submit it with your support materials via email to Coleen Keffeler, Region V Fellowship Coordinator at Coleen.Keffeler@k12.sd.us.

Selection

Selection The 2019-21 ACTE Region V Fellows will be identified by a committee composed of the Region V VP, the Region V Policy Committee and the Region V Fellowship Coordinator. The decision for the Fellowship appointments will be based on an evaluation process (see rubric below for scoring). The selection factors will be based on the fellowship application and supporting materials. Please note that applicants may be asked to attend an interview session with the selection committee.

POINTS POSSIBLE	POINTS EARNED CRITERIA
15	A completed application form
20	A one-page letter expressing your interest in and commitment to serving as a Fellow for two years.
25	A one-page statement on the issues that you believe are most profoundly affecting Career and Technical Education in your district, State, or the country today.
10	A detailed resume.
15	A letter of support from your principal or immediate supervisor
15	A letter of support from your State ACTE Association President or Executive Director

REGION V FELLOWSHIP APPLICATION

Please complete the application and submit it with your support materials via email to Coleen Keffeler, Region V Fellowship Coordinator at Coleen.Keffeler@k12.sd.us.

GENERAL INFORMATION

Name:		
School District:		
Position/Title:		
Employer/Work Location:		
Work Mailing Address:		
City:	State:	Zip:
Work Phone:	Work Email:	
Home Mailing Address:		
City:	State:	Zip:
Home Phone:	Home Email:	

What subject(s) do you currently teach or administer?
What are the names of your U.S. Senators and Representatives?
What are the names of your State Legislators?

ADDITIONAL INFORMATION

You may use up to one additional page to answer the following:

1. List and describe any leadership positions held and/or activities you have participated in with your ACTE State Association.
2. List and describe any other leadership positions and/or activities.

CANDIDATE AGREEMENT FORM

The commitments required for participation in the Fellowship process are described in the guidelines and in this application. Your signature below will indicate that you have read and agree with the two-year commitment. Any deviation from the agreed activities may result in your dismissal from the Fellowship program.

Candidate Signature: _____ Date: _____

Principal/Dean and CTE Director Agreement: The Principal/Dean and CTE Director are being asked to support substitute costs for six to ten release days. The Local School District may also financially sponsor local, state, and national travel costs.

Principal/Dean Signature: _____ Date: _____

CTE Director Signature: _____ Date: _____