



## ENLACE MID-LEVEL LEADERSHIP PROGRAM

### Application for Admission/Nomination Form

Please answer all application questions and submit required materials for review by the Selection Committee.

You may complete this application for yourself or nominate someone else. Applications can be completed and sent via email or you can print this form and send regular mail. (*Please type or print legibly.*)

**Minimum selection criteria are:**

- *Professional Experience: At least 5 years of full-time higher education experience.*
- *Educational Background: Completion of at least a bachelor's degree.*
- *Supervisory Experience: Currently serving in a supervisory position or 2 years of previous supervisor experience.*

**I certify that all the information and accompanying materials provided in connection with this application are authentic and accurate.**

NAME OF PERSON COMPLETING THIS APPLICATION: \_\_\_\_\_

SIGNATURE OF APPLICANT OR NOMINATOR: \_\_\_\_\_

DATE: \_\_\_\_\_

### GENERAL INFORMATION

NAME OF APPLICANT OR NOMINEE: \_\_\_\_\_

TITLE OR POSITION: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

GENDER: I identify my gender as: \_\_\_\_\_

- ETHNIC ORIGIN (*check one*):  Hispanic/Latino (a)  Black or African American  
 Native American or American Indian  Asian/Pacific Islander  White/Caucasian  
 Other (Please specify): \_\_\_\_\_

The current institution the applicant/nominee works for is: (Please select one below.)

- Hispanic-Serving Institution (HSI) – a nonprofit, accredited college, university, or system/district in the U.S. or Puerto Rico, where total Hispanic enrollment constitutes a minimum of 25% of the total enrollment at the undergraduate or graduate level.
- Emerging Hispanic-Serving Institution – a nonprofit, accredited college, university, or system/district in the U.S. or Puerto Rico, where total Hispanic enrollment constitutes at least 10% of the total enrollment, or where a minimum of 1,000 Hispanic students are enrolled at the undergraduate or graduate level.
- Other (Please specify) \_\_\_\_\_

**EDUCATION DEGREE** (*check only highest level attained*):  BA/BS  MA/MS  
 MBA  Ed.D.  JD/Law  Ph.D.  MD  Other (Please specify) \_\_\_\_\_

NAME OF UNIVERSITY ATTENDED: \_\_\_\_\_

FIELD OF STUDY: \_\_\_\_\_ GRADUATION YEAR: \_\_\_\_\_

### **WORK EXPERIENCE**

List your or the nominee's positions in reverse chronological order, starting with the current or most recent one. If all positions are in the same higher education institution, please give the major promotional sequence.

NAME OF INSTITUTION	TITLE OR POSITION	FROM (MM/YYYY)	TO (MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PLEASE ESTIMATE TOTAL YEARS OF PROFESSIONAL EXPERIENCE: \_\_\_\_\_

† *Please include a copy of your (or the nominee's) CV with this application.*

- 1. Describe your (or the Nominee's) current responsibilities, including level in the organization. (500-word limit)**

- 2. Explain how the completion of this program aligns to your (or Nominee's) professional goals? (500-word limit)**

**3. What do you anticipate are the next steps in your (or the Nominee's) career progression? (500-word limit)**

**4. Please describe your (or the Nominee's) leadership style and anything you would like to improve in this area? (500-word limit)**

**5. What do you believe are the most significant issues facing higher education professionals today? (500-word limit)**

## LETTER OF REFERENCE INFORMATION

The *Enlace* Mid-Level Leadership Program requires that one letter of reference be completed by the current or former supervisor familiar with the candidate's character, role, and responsibilities, who can provide a detailed firsthand account of the applicant's leadership potential, skills and abilities.

### FIRST REFERENCE:

**Referring Institution Name:** \_\_\_\_\_

**Name of Reference:** \_\_\_\_\_

**Title or Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*\*Please include the letter of reference from the administrators listed above with this application.*

### BILLING INFORMATION

Tuition is \$4,000 per selected participant at a HACU member institution or \$5,000 for participants at nonmember institutions and covers all program materials, HACU conference registrations and selected meals. The invoice will be emailed to the individual indicated below.

NAME:

TITLE OR POSITION:

INSTITUTION NAME:

INSTITUTION ADDRESS:

CITY:

STATE:

ZIP:

INSTITUTION TELEPHONE:

FAX:

EMAIL:

### CANCELLATION POLICY

Payment is due within 30 days of the invoice date. Cancellations or deferrals must be submitted in writing at least 30 days prior to the program start date to receive a full refund. Due to program demand and the volume of program preparation, cancellations or deferrals received 14 to 30 days before the program start date are subject to a fee of one-half of the program fee. Requests received within 14 days of the program start date are subject to full payment of the program fee.

*Upon acceptance, payment is required prior to the program start date.*

I have read the cancellation policy and agree to the terms stated. (initial here):

**PLEASE COMPLETE THIS APPLICATION AND SEND IT WITH SUPPORTING DOCUMENTS (CV & Letter of Reference) NO LATER THAN FRIDAY, APRIL 4, 2025 TO:**

**EMAIL:** Applications may be submitted via email to: [leadership@hacu.net](mailto:leadership@hacu.net)

**BY MAIL:** Dr. Paul A. Machen II  
Executive Director, Institute for Professional Leadership  
*Enlace* Mid-Level Leadership Program  
Hispanic Association of Colleges and Universities (HACU)  
4801 NW Loop 410, Suite 701  
San Antonio, Texas 78229

For questions about the status of your application or program details, please email [leadership@hacu.net](mailto:leadership@hacu.net) or call (210) 576-3229