

**Revision Responsibility:** Director, Human Resources  
**Responsible Executive Officer:** President

**Source/Reference:** None

## **PURPOSE**

To develop leadership potential at all levels within the College by providing opportunities for participation in appropriate leadership development activities.

## **POLICY**

- I. General Conditions for Participation
  - A. Columbia State Community College will sponsor participants in College-approved leadership programs at two levels.
  - B. Full sponsorship by the College will provide released time for participation and full funding.
  - C. Partial sponsorship by the College will provide released time and/or partial funding as appropriate.
  - D. All funding is contingent upon the availability of funds.
  - E. Participation in any leadership program must be approved by the President, must not disrupt College operations, and must provide for long-term benefit to the College.
- II. Criteria for Approval of Leadership Programs
  - A. Have goals that are compatible with the College's mission and goals.
  - B. Have objectives that further the development of leadership skills that will provide long-term benefit for the College.
  - C. Provide activities that will prepare individuals for increased service to the College within his/her department and/or at the institutional level.

III. Criteria for Selection of Participants

Individuals applying for College sponsorships must:

- A. Have demonstrated willingness/desire to serve the College through past activities.
- B. Have goals that indicate that they intend to continue their careers at the College over the long term.
- C. Commit to using the leadership skills gained in furthering the College mission and achieving its goals.
- D. Be able to meet the program time commitments without disrupting office operations within his/her department.

**PROCEDURES FOR APPLICATION FOR SPONSORSHIP**

- I. To ensure consideration for a leadership program, individuals must complete an Application for College Sponsorship in a Leadership Program and submit it by July 1. Applications received after July 1 will be considered on an individual basis taking into consideration the number of applications already approved.
- II. If the program for which the sponsorship is being requested has not been previously approved for participation, the Application for College Sponsorship in a Leadership Program must be accompanied by a Request for Approval of a Leadership Program.
- III. Approved programs are:
  - A. County-sponsored leadership programs (limited to counties within the Columbia State service area)
  - B. Maxine Smith Fellows Program
  - C. National Institute for Leadership Development
  - D. University of Tennessee Leadership Program
  - E. Middle Tennessee State University Leadership Program
  - F. Vanderbilt Higher Education Management
  - G. Gattis Leadership
  - H. Leadership Middle Tennessee
  - I. Others as approved by the President

*December 19, 2001 (new policy); August 7, 2002 (to clarify procedures); December 12, 2011 (updated approved program list, new policy format and updated titles); Revised September 2018; reviewed/accepted by Cabinet, approved/signed by the President August 2022.*