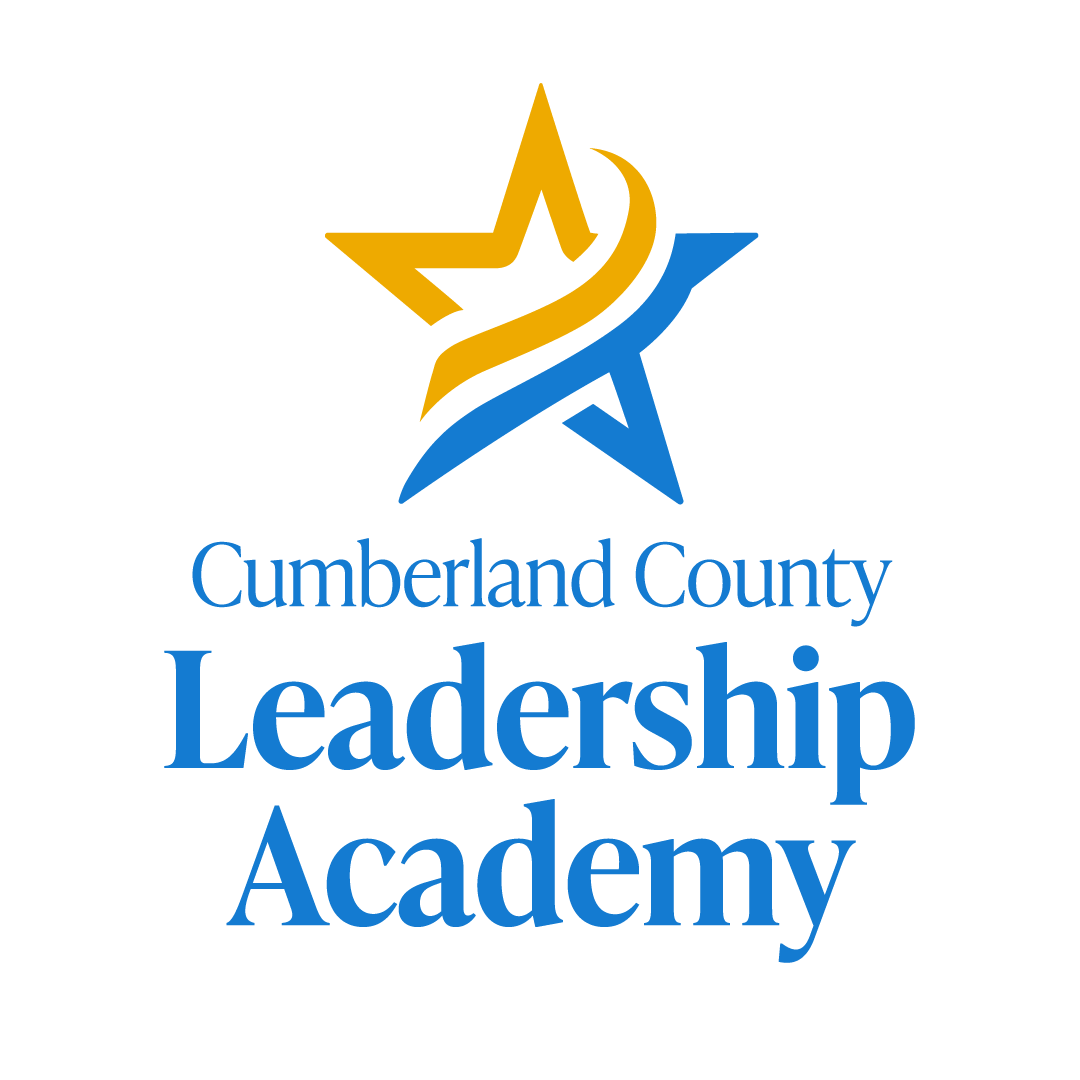
A picture containing timeline

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Academy participants will attend classes for a one-year period. Participants who successfully complete the program will be invited to the Graduation Ceremony and will receive a non–credit certificate issued by University of North Carolina at Wilmington.

**Program outline:**

* Classes begin in January 2025
* Sixteen classes per year, divided evenly over two semesters.
  + Spring Semester: January—May
  + Fall Semester: September—December
* Graduation is scheduled for December for participants who successfully complete all requirements.

**Participation Requirements:**

* Participants must complete the program with a cumulative participation rate of at least 80%. Participation rates are based on the following criteria:

1. Pre-assignments (35% of the overall participation grade):
   * Must be completed by the deadline set by UNCW.
   * Participants will not receive credit for late submissions.
2. Attendance(55% of the overall participation grade):
   * Participants who are 45 minutes late for class (30 minutes for classes 3 hours or less) are counted as absent.
   * If you are unable to attend a class, notify the Professional Development Supervisor immediately at ebrantley@cumberlandcountync.gov.
   * No credit will be given for missed classes.
   * Make-up classes will not be permitted.
3. Post-Class Surveys(30% of the overall participation grade):
   * Sent to participants within two business days after the class.
   * Due no later than the deadline set by UNCW.
   * No credit will be given for late submissions.

* Progress reports will be sent via email to each participant, their supervisor, department head, or designated representative no later than the last business day of the month following the end of each semester.
  + Spring: Last working day of May
  + Fall: Last working day of January
* If participants experience difficulty with any part of the participation requirements, they should contact the Professional Development Supervisor immediately at (910) 323-6100.

**Eligibility Criteria:**

### Regular full-time employee with at least one year of continuous service to Cumberland County at the time of application submission.

### No disciplinary actions within the last 12 months from the date of application submission.

### Agreement to complete all participation requirements.

**Application Submission Requirements:**

### Completed applications are due to the Human Resources Professional Development Supervisor no later than close of business on December 6, 2024.

### All applications must include the following documentation:

### Application

### Current Resume

### Certifications, professional development memberships, licenses, etc., if applicable

### Letter of Recommendation from the current Supervisor

**Application Approval Process:**

* Applications must be approved by the Department Head.
* Human Resources will review applications for completeness.
* The County management team will review applications and select participants.
* A maximum of 30 participants will be accepted.
* Acceptance and denial letters will be sent to applicants.

**Academy Orientation:**

* Scheduled prior to the first class.
* Required for selected participants.
* Contact the Professional Development Supervisor via email at ebrantley@cumberlandcountync.gov if unable to attend.
* Orientation packets including the curriculum, dates, times, and locations of classes, will be provided to participants.

Leadership Academy Application

Application Date:Click or tap here to enter text.

Name: Click or tap here to enter text. Employee #:Click or tap here to enter text.

County Start Date: Click or tap here to enter text.

Current Department: Click or tap here to enter text.

Department Head Name: Click or tap here to enter text.

Current Position Title: Click or tap here to enter text.

Answer the following questions to the best of your ability; please use additional paper, if needed.

1. Explain how you demonstrate the County’s Core Values of serving Cumberland County Citizens with P.R.I.D.E.?
2. What are your career goals and how do they align with the mission of Cumberland County Government?
3. What attributes/experiences do you possess that demonstrate your Leadership potential?
4. What motivated you to apply for the Leadership Academy, and what makes you a strong candidate for selection?

## **Acknowledgment of Program Requirements**

## By signing this application, I acknowledge and understand the Cumberland County Leadership Academy program requirements. Further, I certify that all the statements made on this application, including any attached documents, are true, complete, and correct to the best of my knowledge. I also understand and acknowledge all eligibility requirements must be met for consideration and acceptance into the Leadership Academy program.

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Applicant Signature Date

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Department Head Signature Date

Comments: