

## MEMORANDUM

TO : UNA Prospective Instructional Leadership Candidates

FROM: UNA Faculty for Instructional Leadership

With approval by the Alabama State Board of Education, UNA will began the new Instructional Leadership Program designed to train future Educational Administrators.

Prospective Instructional Leadership candidates should submit an Application for Admission to Graduate School at the University of North Alabama through the Office of Admissions, UNA Box 5011, Florence AL 35632-0001. In addition they should provide all items required in the admission portfolio, including a signed Memorandum of Understanding from their employing school, to Dr. Beth Sewell, UNA Box 5046, Florence, AL 35632-0001.

Those applicants who already have a previously earned master's degree from a regionally accredited institution (other than the University of North Alabama) must have catalog course descriptions sent to the Program Coordinator (Dr. Beth Sewell, UNA Box 5046, Florence, AL 35632-0001) of courses that may apply to the core area of the UNA master's program.

All admission requirements must be submitted, reviewed and approved before a candidate interview can be scheduled to determine if admission will be granted. All required information to meet admission criteria must be submitted at least two weeks prior to the portfolio review.

While the program meets Alabama Training Standards for certification, candidates from out of state need to verify with their State Department of Education requirements for state certification. For example, Mississippi will continue to require a second Praxis test score.

Admission Interviews are scheduled after portfolios have been reviewed and approved. We will be scheduling Admission Interviews for prospective candidates who submit all required paperwork.

For additional information, contact UNA Department of Secondary Education at 256-765-4578 or 256-TALKUNA.

## Important Dates

### Portfolios Due:

- |             |                          |
|-------------|--------------------------|
| For Fall:   | October 15 <sup>th</sup> |
| For Spring: | March 15 <sup>th</sup>   |
| For Summer: | July 15 <sup>th</sup>    |

### Steps for Admission:

1. Submission of Portfolio by given date
2. Individual Interview to be scheduled if successful portfolio evaluation
3. Interview . . .
  - understanding of UNA Conceptual Framework
  - discussion of UNA Conceptual Framework parts
  - individual reflections on self-UNA Conceptual Framework parts
  - structured interview by questions on Instructional Leadership Standards

**University of North Alabama**  
**Application Requirements for Instructional Leadership Program** IL9/5/08

**Phase I - Graduate School Application**

Individuals interested in making application to the Instructional Leadership Program shall meet all application requirements of the Graduate School. This includes:

- a. Completion of the Graduate School Application;
- b. Evidence of an earned baccalaureate-level Professional Educator Certificate in a teaching field or earned master's level Professional Educator Certificate in a teaching field or instructional support area;
- c. Evidence of three (3) years of successful teaching experience;
- d. Any other Graduate School Admission requirements.

**Phase II - Portfolio\***

Individuals wishing to apply for the Instructional Leadership Program shall submit a professional portfolio to the department chair on or before the established deadline for each enrollment cycle. The portfolio shall contain the following items: (See Handout for Specifics required in items.)

- a. Letter of Application
- b. Current Resume or Vita
- c. Professional Growth Plan
- d. Copies of Transcripts
- e. Copies of Teaching Certificate(s)
- f. Three letters of recommendation
- g. Evidence of ability to improve student achievement
- h. Evidence of leadership and management potential
- i. Other Areas of Leadership

The contents of the portfolio will be reviewed and scored by faculty members of the Instructional Leadership Department. The portfolio will count for 32% of the final score for the acceptance into the program.

**Phase III - Interview\***

Candidates are expected to demonstrate appropriate oral communication skills. Each candidate who makes a minimum score of 22 points on the portfolio will be invited to participate in an interview as the final step in the application process. The interview will be approximately 30 minutes in length and will be designed to acquire information regarding the candidate's potential in a number of leadership areas. Each candidate must have a minimum score of 22 points on the interview. A final score of 44 points is required for acceptance into the program.

**Phase IV - Formation of the Cycle Group**

At the conclusion of the interview phase, all scores will be reviewed and candidates will be notified regarding their acceptance into the next cycle group. To be considered for acceptance a minimum score of 44 points must be obtained in phases II and III. Candidates not selected for the next cycle may schedule a conference with an assigned faculty member to review all scores. These individuals will be eligible to participate again in phases II and III of the application process at the time the next cycle for the program is forming.

\*As required by Alabama Administration Code Supp. # 05-3 290-3-3-.48. Adopted 10/13/05.

**University of North Alabama**  
**Secondary Education and Leadership Department**

**Master Instructional Leadership**  
**Application Requirements for the Instructional Leadership Portfolio**

This portfolio is designed to show evidence of the applicant's leadership capacity in both the school and community settings. It will serve as a major component of the application process for entry into the Masters of Instructional Leadership Program. The following components are required for this Leadership Portfolio (An e-portfolio is desirable):

1. Letter of Application (Please answer the following questions in your letter.)  
  
What is your interest in and expectations from the preparation program in Instructional Leadership?  
Why should you be selected for the program?  
What school leadership experience do you have?
2. Current Resume or Vita
3. Professional Growth Plan/Professional Development Plan (reflecting the last 3 years of your teaching experience) and completed copy (all forms) of the most recent performance appraisal to include the professional development component, if available.
4. Copies of Transcripts (for higher education work completed)
5. Copies of Teaching Certificate(s) and copies of other endorsements
6. Three letters of recommendation to include applicant's principal or supervisor. The system's superintendent will establish requirements for recommendations and endorse the recommendations given by system personnel.
7. Evidence of ability to improve student achievement. Ex. SAT Scores, DIBELS pre-post-tests, end-of-month tests, etc.
8. Evidence of leadership and management potential, including evidence of most recent accomplishments in the area of educational leadership.
9. Other Areas of Leadership (Community Work, Religious Organizations, Military, Service organizations, etc.
10. Return completed portfolio to Department Chair prior to scheduling of the required admissions interview. Candidates must pass an interview conducted by a program admission committee that includes both P-12 instructional leaders and higher education faculty prior to the semester for start of Instructional Leadership course work.
11. Memorandum of Understanding from participating school district.

As required by Alabama Administrative Code Supp. # 05-3 # 290-3-3-.48.

Adopted 7/12/05

12. Out of state applicants should read and sign the enclosed statement for inclusion in the portfolio.