



Center for Transformational Educational Leadership

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*The Alliance for Catholic Education at the University of Notre Dame*





**The Center for Transformational  
Educational Leadership**  
*at*  
**The University of Notre Dame**

## **Application Guide**

Please use the following application guide and checklist prior to submitting an application. It is **strongly suggested** that you gather all the necessary information and write out your responses to the short answer questions using this guide prior to submitting your application.

**Please submit all information via the application page:**

**<https://ace.nd.edu/programs/transform#apply>**

- Step 1:** Gather Application Information and Prepare Short Answer Questions Offline
- Step 2:** Applicant submits his/her application
- Step 3:** Selected Applicants Invited for Video Conference Interviews
- Step 4:** Decision Notification
- Step 5:** Welcome and Orientation Meeting

**Please direct questions to [godonne2@nd.edu](mailto:godonne2@nd.edu).**

**STEP 1: Gather Information**

Read over this application guide and collect the necessary information.

There are five parts to the application, which help our team get to know you and your school better through this process. These questions are outlined below so that you may collect any necessary information ahead of time and have it on hand when completing the online application.

***Part 1: Personal Information***

First Name	<input type="text"/>
Middle Name	<input type="text"/>
Last Name	<input type="text"/>
Personal Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Birthdate	<input type="text"/>
Contact e-mail	<input type="text"/>
Contact Phone (###-###-####)	<input type="text"/>

Part 2: Educational and Professional Information

**Professional Information**

How many years have you worked in education?

For how many years have you been a principal?

How many years have you worked at your school?

For how many years have you been the principal at your school?

Upload a current resume/curriculum vitae.

Drop files or click here to upload

What other professional development programs have you completed or are you currently participating in? (e.g. Accelerate Institute, the Big Shoulders Leadership Development Program)

Please identify any professional licenses and certifications that you currently hold.

List the contact information for your current superintendent, so that we can contact them to submit a recommendation on your behalf. If you have not already spoken to them about your interest in the program, please do so.

Superintendent Name

Superintendent Email

Superintendent Phone Number (###-###-####)

***Part 3: School Information***

(Arch)Diocese	<input type="text"/>
School Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Telephone Number (###-###-####)	<input type="text"/>
Fax Number (###-###-####)	<input type="text"/>
Website	<input type="text"/>
<b>Grade Levels Offered</b>	
K3	<input type="checkbox"/>
K4	<input type="checkbox"/>
K5	<input type="checkbox"/>
1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>
8	<input type="checkbox"/>
9	<input type="checkbox"/>
10	<input type="checkbox"/>
11	<input type="checkbox"/>
12	<input type="checkbox"/>
<b>Student Enrollment Information</b>	
<i>Please provide the total current demographic enrollment numbers for students at your school.</i>	
American Indian/Native Alaskan	<input type="text" value="0"/>
Asian	<input type="text" value="0"/>
Black, Non-Hispanic	<input type="text" value="0"/>
Hispanic	<input type="text" value="0"/>
Native Hawaiian/Pacific Islander	<input type="text" value="0"/>
White, Non-Hispanic	<input type="text" value="0"/>
Two or more races	<input type="text" value="0"/>
<b>Total</b>	<input type="text" value="0"/>
<b>Gender Served</b>	
<input type="text" value=""/>	
What percentage of students receive free and reduced lunch?	
<input type="text"/>	

For Preparation Only – Submit All Information  
Online

***Part 4: Educational Vision***

In order to get to know you and your professional goals better, please respond to the following short answer questions. Please limit your responses to 300-500 words.

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Why do you work in Catholic education?

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How do you hope to continue to impact Catholic schools through your leadership over the next 3-5 years? In what ways are you hoping you will grow as a Catholic school leader through participation in this program?

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What is your greatest leadership failure? How has this experience shaped who you are as a leader today?

***For Chicago Fellows Only:***

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Please submit a copy of your school's most recent 5Essentials Survey data.

Drop files or click here to upload

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Based on your review of your 5Essentials Survey data, what is one area in which you hope to grow as a school leader through the program?

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## *Part 5: Commitment Acknowledgement*

### **Commitment Acknowledgement**

At Notre Dame, we are committed to deep investment in you and your leadership. We will commit a great deal of time, personnel, and resources to help you reach new levels of leadership within your school. We need to ensure you are committed in terms of time, calendar, focus, and a "find a way" mindset. By checking below, I acknowledge that I have read and commit to the following terms of the Center for Transformational Educational Leadership:

- Attend and fully engage in the week-long Summer Institute on campus at the University of Notre Dame for two consecutive summers.
- Attend and fully engage in a weekend mid-year retreat facilitated by the faculty and staff of the Center for Transformational Educational Leadership Program.
- Attend and fully engage in eight professional development sessions throughout each of the school years in the program. (Six [6] half-day collaborations and two [2] full-day immersion experiences)
- Engage in weekly, individual coaching with an assigned executive coach throughout the duration of the program.
- Complete all assigned surveys and evaluations to help measure impact and improve the program.
- Engage in the online community with other fellows in the Center for Transformational Educational Leadership.
- Retain a positive disposition, growth mindset, and "find a way" tenacity when faced with the inevitable obstacles and barriers that are found in our calling as school leaders.

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In place of your signature, please type your full legal name:

### **STEP 2: Submit Application**

Once you have gathered the necessary information to complete the online application, please visit the website at <https://ace.nd.edu/programs/transform#apply> to submit your application information. After all applications have been reviewed, our team will be in touch with information regarding next steps in the application process.