**[Your institutional letterhead here]**

**TEAM Request to Attend the 2020 National Inclusive Excellence Leadership Academy**

TO: [INSERT NAME]

FROM: [INSERT YOUR NAME]

DATE: [INSERT DATE]

Please find below an application for a 5-person team to attend the 2020 National Inclusive Excellence Leadership Academy, an online leadership development program specifically designed for leaders in the higher education sector. The program promises a high-impact learning experience for all participants, along with tangible outcomes in the form of a dedicated diversity plan and key institutional partnerships.

**Motivation to attend**

This application is being made in support of the ongoing efforts to create a more inclusive educational environment at [insert your institution’s name], and to prepare students for a diverse, global, and connected economy. These include [insert relevant diversity and inclusion strategies, plans or policies at your institution]. In particular, this application seeks to help address [insert greatest challenges faced by your institution – for example, diversifying faculty, improving campus climate, or responding to a specific diversity crisis or a new student demographic].

The National Inclusive Excellence Leadership Academy is a highly selective program. It represents the leading qualification in the field of diversity and inclusion. Designed to enhance institutional performance in this area, the 5-week online program covers a range of topics directly relevant to our diversity work at [insert your institution’s name]. These include successful diversity plans, popular strategies for activating change, techniques for responding to diversity crisis moments, and steps to ensure that [insert your institution’s name] benefits from a strong diversity brand.

The Academy curriculum is designed to be highly interactive and practical, focusing on setting goals that align with our own mission and strategic priorities. During the program, the team will be provided with individual and group coaching from experts in the field and supported to work together on a dedicated diversity initiative for [insert your institution’s name]. The full Academy program can be accessed at <https://inclusiveexcellenceacademy.org>.

**Benefit statement**

The Academy experience will result in a number of concrete outcomes for [insert your institution’s name]. This includes an actionable Institutional Impact Plan, to tangibly improve the campus climate for students, faculty, and staff.

The team as a whole will gain practical experience in responding to institutional diversity crisis scenarios, so that a response framework can be prepared in advance for [insert your institution’s name]. We will be exposed to a range of best practices, research data and case studies in diversity and inclusion, all of which will be available after the program. We will also be introduced to diversity recruitment and retention strategies for faculty and staff, balancing both legal and institutional concerns. The Academy experience also facilitates strategic relationships and networking with counterparts from higher education institutions across the country, which will provide an opportunity for us to learn from other institutions, and to build ongoing partnerships in this area.

In addition, attending the Academy will enhance the strategic diversity leadership skills of each team member, and represents a tangible contribution to their professional development, specifically in relation to [insert relevant topic area for your institution]. All members will create an Inclusive Excellence Leadership Manifesto to guide their work in this area, and attending as a team will help build strong, cohesive leadership to steward our ongoing diversity and inclusion efforts.

All of the knowledge and skills acquired at the Academy will be immediately applicable to our current diversity and inclusion projects, such as [insert examples here]. The team will also offer a post-Academy presentation for interested colleagues, to pass on best practices and lessons learned.

**Costs and timeframe**

This application is for funding to cover the course fees for a 5-person team. Attending as a team will allow us to benefit from a special group registration rate of $20,000[[1]](#footnote-1) ($4,000 x 5 team members). This fee includes the cost of all books, resources, instruction, coaching, and digital leadership tools for the program. No travel, accommodation, or other expenses are required. The team will be comprised of the following members of staff:

* [Insert name and position]
* [Insert name and position]
* [Insert name and position]
* [Insert name and position]
* [Insert name and position]

The Academy’s formal program will run from July 7 to August 7, 2020, during which time a minimum commitment of 12-15 hours per week will be required from all participants for readings, online discussions, and the preparation of case studies and leadership development projects. All members have indicated that they are fully committed to balancing these requirements with their regular responsibilities and duties. [Provide further details about how this will be achieved, which may include requesting a flexible workday once per week during the program, securing support from colleagues and/or department, or preparing for certain key tasks in advance].

Thank you for considering this request. Should you require any additional information relevant to this application, please do not hesitate to let me know.

Yours sincerely,

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1. A discount is available for individuals ($3,600) and teams ($18,000 = $3,600 x 5 team members) working at institutions that hosted the National Inclusive Excellence Tour, or its pre-cursor program featuring Dr. Williams in 2017, 2018 or 2019. This same discount is available for leaders and teams that apply and are accepted on the April 1, 2020 early application deadline. The same tuition discount is also available for leaders and teams nominated for participation by NIXLA Alumni. [↑](#footnote-ref-1)