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February 27, 2006

Dear Administrator:

The Council of Administrators of Family and Consumer Sciences is coordinating a workshop for emerging and new administrators as a continuation of efforts to provide comprehensive and systematic professional development for family and consumer sciences/human sciences administrators in higher education. The ***PTL Emerging Administrator Workshop*** will be held at the Doubletree Guest Suites Airport, Nashville, Tennessee – July 30–August 2, 2006. We invite you to participate and to help identify emerging administrators who have been identified as having leadership potential and strong interest in family and consumer sciences/human sciences higher education administration. Perhaps you can encourage new administrators to participate.

***The Emerging Administrator Workshop*** is planned to enhance the future viability of family and consumer sciences/human sciences by preparing leaders for positions in higher education administration for the next decade and beyond. Focusing on emerging (and new) administrators, this workshop will address competencies needed for assessing one's attributes and skills for successfully administering higher education family and consumer sciences/human sciences programs. Seasoned administrators will serve as facilitators, presenters, and mentors. The interaction of these two groups will add to the quality of administration. Workshop objectives include:

- Strengthen self-awareness
- Develop relationships and teamwork
- Understand alliances and political realities
- Understand elements of a promising future
- Build capacity, deal with change, and manage resources across domains
- Create an ongoing learning community from this cohort of family and consumer sciences/human sciences administrators

Workshop sessions will be led by experienced family and consumer sciences/human sciences administrators and by experts in administrative leadership and management. Ample opportunity will be provided to discuss issues and ideas in small groups.

The schedule follows:

- Seasoned Administrators – July 29 – August 4, 2006
- Emerging and New Administrators – July 30 – August 4, 2006

***Emerging and Seasoned Administrator Workshop***

It is important that application for the workshop be made in accordance with the following instructions:

1. Those wishing to participate in *Pathways to Leadership* can be nominated or can apply themselves.
2. A letter of support from a higher education administrator must accompany the emerging administrator application.
3. The applicant's vita must be submitted with the application form.
4. The application form may be downloaded from the CAFCS Web site ([www.cafcs.org/meetings.html](http://www.cafcs.org/meetings.html)) and from the Kappa Omicron Nu Web site ([www.kon.org/pathways\\_to\\_leadership.html](http://www.kon.org/pathways_to_leadership.html)) and reproduced and distributed for use by others.
5. All parts of the application forms must be completed fully and accurately.
6. The application deadline is May 1, 2006. All applications should be postmarked on or before that date.
7. Application forms will be evaluated by the Planning Committee. Space is available for approximately 60 participants.
8. All decisions of the Workshop Task Force will be communicated to the applicants upon receipt of the application.
9. Any questions about the application should be directed to

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The registration fee will cover the costs of the workshop including program materials, field trips, luncheons, and one evening event. Lodging and travel expenses are the responsibility of the participants or their sponsoring college or university. Costs are provided on the enclosed workshop brochure. Specific information related to registration procedures, lodging reservations, and travel suggestions will be mailed to those selected for the workshop by April 1, 2006.

Sincerely,

*Virginia Clark Johnson*  
Chair, Workshop Task Force

***Emerging and Seasoned Administrator Workshop***