

National Association for Kinesiology in Higher Education

DEPARTMENT HEAD CERTIFICATION TRAINING Operations Code

I. Name

The name of the program will be the Department Head Certification Training Program (DHCT) under the Leadership Institute (LI) of the National Association for Kinesiology in Higher Education (Corporation).

II. Purposes

The Department Head Certification Training Program (DHCT) is a developmental program for NAKHE members who wish to begin the process of training for department head (DH) responsibilities, or who wish to enhance their administrative and leadership skills through networking and mentoring experiences by working with current and emerging administrators. Nominations for DHCT are welcomed each year. All NAKHE members are eligible to nominate themselves and their NAKHE colleagues for this program.

III. Organization

- A. The DHCT will be under the supervision of the Leadership Institute
- B. The DHCT Coordinator will be selected by the President on a bi-annual basis in coordination with the Leadership Institute (LI) Chairperson. The DHCT Coordinator will be named no later than the NAKHE Annual Conference.
- C. Nominees for the DHCT Coordinator will be forwarded to the President by the LI Chair by December 1, prior to the annual conference every two years. It is preferred, but not required, that the DHCT Coordinator will have participated in the program.
- D. The DHCT Coordinator will serve on the LI Committee and report to the LI Chairperson.
- E. The DHCT Coordinator will oversee all DHCT activities spanning two years that include:
 - 1. Updating DHCT website information
 - 2. Call for applications in coordination with Corporation webmaster
 - 3. Receive and review of applications and notify accepted applicants in coordination with LI Chairperson
 - 4. Planning, implementing and assessing the DHCT Face-to-Face workshop in coordination with the LI Chairperson
 - 5. Communications with DHCT participants to ensure DHCT activities are proceeding as scheduled and completed
 - 6. Mentor pairing (including identifying mentors within the Corporation), updating guidelines and expectations
 - 7. Coordinate community building activities
 - 8. Assessments: self-assessment, mentor and peer assessment
 - 9. Organize a DHCT session or event at the NAKHE Annual Conference

10. Organize a bi-monthly meeting or webinar for DHCT participants (during academic year immediately following summer DHCT event)

IV. Conduct of Business

- A. Program Components: The DHCT includes the following:
 1. Self-assessment and professional/leadership goal development
 2. Face-to-face training (DHCT summer workshop)
 3. Attendance at the Leadership Development Workshops (LDW) following the DHCT summer workshop
 4. Bi-monthly webinars/events on various DH topics
 5. 18-month mentor/protégé relationship
 6. Leadership project development and implementation
 7. Project presentations at the NAKHE Annual Conference
 8. Self-assessment, peer, and mentor feedback on leadership style
 9. Certificate of Completion awarded during the NAKHE Annual Conference
 10. Participation in a Panel Discussion during the NAKHE Annual Conference
- B. Application, Review and Notification: The following documents are required and are due by March 15th to the DHCT Coordinator:
 1. A cover letter outlining the leader roles held, professional goals, and leadership aspirations
 2. A letter of nomination from an administrator in higher education
 3. A current curriculum vita
 4. Completed application form and a signed statement of agreement
 5. The DHCT coordinator in collaboration with the LI Chairperson will conduct review of applications and notification of DHCT participants.
- C. Upon Completion
 1. Graduates of the DHCT will present a short summary of their professional project and training at the annual conference. This summary will be archived on the Corporation DHCT web page for reference of future DHCT participants.
 2. Graduates will receive a certificate of completion and will be acknowledged by the Chairperson of the LI at the NAKHE Annual Conference as having completed the DHCT.
 3. Graduates are expected to eventually serve as mentors of new DHCT participants and recruit future participants

V. Amendments to the Operations Code

- A. The operations code for the Leadership Institute may be amended by a majority vote of the LI Committee subject to the approval of the Board of Directors.
- B. Changes to the Operations Code may be submitted to the By Laws Chairperson by June 1st of each year. All additional operations code changes should be submitted by November 1st in preparation for the NAKHE Board of Directors meeting.

VI. Financial Support

Expenses of the DHCT shall be defrayed by the Corporation within the limitations of the established budget. Additional funds may be requested when necessary.

All receipts for expenses must be submitted to the executive director no later than February 1st from the previous fiscal year which ends June 30th.

VII. Appendix: Timeline

Date	What
January 1 st (year 1)	DHCT Announcement live in the NAKHE website
January TBD	Announcement during NAKHE Conference
January to March	Announcement of Call for Applications through blast emails, newsletters, others
March 15th	Deadline: DHCT applications
April 15th	Notification of acceptance: DHCT participants
May 15th	Virtual meeting to welcome participants and mentors. Participants start self-assessment and development of professional and leadership goals
June 15th	DUE: Self-assessment and professional/leadership goals
June or July	DHCT Face to face workshop Training 1 st Leadership Development Workshop Mentor Pairing
September 15th	DUE: Professional Experience Project plan
October 15th	Mentor Pairing finalized Mentoring Guidelines and Expectations Sharing of professional goals/objectives and professional experience project draft to Mentor
October 30th	Follow up: <ul style="list-style-type: none">• Professional Experience Project• Mentor/Protege activities
December 15th	In-progress status report

	DHCT participants submit 1 PowerPoint slide outlining project for presentation at Annual NAKHE Conference
January (year 2)	Annual NAKHE Conference Pre-conference administrator workshop Project update presentation
February to June	Community Building Activities: Webinars, Emails, etc
June 15th	DUE: Professional Experience Project final report
June-July	2 nd LDW Workshop
September to December	Community Building Activities: Webinars, Emails, etc
October 15th	Guidelines: Self, Peer and Mentor Assessment Guidelines
December 15th	DUE: Self, Peer and Mentor Assessments
January (year 3)	Project Presentation at the Annual NAKHE Conference Awarding of DHCT certificate

(Zarco, 2022)