

National Association for Kinesiology in Higher Education

LEADERSHIP MENTOR PROGRAM

Operations Code

1. Name

The name of the Subcommittee will be the **Leadership Mentor Program (LMP)** Subcommittee of the National Association for Kinesiology in Higher Education (Corporation).

2. Purpose

The Subcommittee is designed to bring together members of the kinesiology community for a one-week “shadow” experience to build future leaders through hands-on mentoring and real-world scenarios. The desired outcome is an increased level of awareness and understanding of the position and the job requirements of a kinesiology administrator on the part of the protégé.

3. Organization

- a. The LMP Subcommittee will be under the supervision of the Leadership Institute (LI)
- b. The Subcommittee will be headed by a Program Coordinator
- c. The Subcommittee shall consist of three voting members nominated by the LI Chairperson and approved by the Board of Directors. The LI Chairperson shall serve as an ex officio member.
- d. The selection of LMP Subcommittee members will be based on leadership experience and interest with studying and improving university leadership and administration or individuals who were LMP awardees.
- e. LMP Subcommittee members are ineligible for LMP awards during their tenure on the Subcommittee.
- f. Subcommittee members shall be appointed for a term of three years, with one person rotating off the Subcommittee every year.
- g. Subcommittee members may be re-appointed after serving a previous term.
- h. The Program Coordinator of the Subcommittee shall be a member of the LI.

4. Conduct of Business

- a. The duties of the Subcommittee shall include the following but not limited to:
 - i. Solicitation of nominees through association publications and by other appropriate means.
 - ii. Evaluation of nominees and selection of award winners.
 - iii. Obtaining approval and recommendation of the LI Chairperson for award

winners.

- iv. Performance of other tasks appropriate to the purview of the Subcommittee and the mission of the corporation as assigned by the Board of Directors.
- b. The Subcommittee shall meet at least once annually for the discussion and conduct of business. Committee business may be conducted by telephone, electronically, and/or through the mail as necessary.
- c. Nomination forms shall be made available on all Corporation media, and may also be distributed electronically, or by other means.

5. Leadership Mentor Award

- a. The Corporation offers up to three \$1500 LMP awards each year.
- b. The award recipients shall meet the criteria for the award as set forth in LMP Application.
- c. Upon approval by the LI Chairperson, the selections of the LMP shall be considered and approved by the Board of Directors.
- d. Eligibility:
 - i. Protégé or Mentee
 - 1. Has been a NAKHE member for at least one full year at the time of application.
 - 2. Is at least an assistant professor in the field of kinesiology (or related field)
 - 3. Has demonstrated leadership and administrative capabilities and focus as evidenced by review of the curriculum vitae of the protégé by the LMP Subcommittee
 - ii. Mentor
 - 1. Holds a statutory administrator position at the host institution (department chair or higher-level university administrator);
 - 2. If at an agency, corporation, or institute, is at least a program coordinator with a master's degree or has a record of innovation and experience
- e. Format

The suggested format for the LMP experience is a one-week (five day) visit by an aspiring kinesiology administrator to the campus of an experienced kinesiology administrator (department chair or higher-level university administrator).
- f. LMP Expectations
 - i. Must recommend the specific collaborating administrator (specifically, the LMP Subcommittee will not search for a mentor for a protégé)
 - ii. Will submit a proposal for presentation about the LMP experience to the NAKHE Annual Conference following the LMP experience to present a narrative of the leadership/administration experience.

- iii. Funding will support travel and operating costs for the LMP team. Receipts for reimbursement will be sent to the NAKHE Executive Director, who will reimburse up to the limits of the Award.
- iv. Participate in NAKHE’s Leadership Development Program or Department Head Certification Program
- g. Submit a manuscript to the International Journal of Kinesiology in Higher Education. Grant Amounts: The award shall be granted as one award to two individuals (mentee and mentor). The total amount awarded for the grant is \$1500, the majority of which will fund the travel and housing costs for the mentee. Funds not used for travel or housing can be used as additional stipends. Only 2 grants may be awarded each year. Suggested budget guidelines are below; reimbursement to the mentee will be provided by the NAKHE Executive Director up to the limit of \$1,500.

	Mentee	Mentor
Travel	\$350	\$50
Housing	\$600	\$0
Stipend	\$200	\$300
TOTAL	\$1150	\$300

6. Amendments to the Operations Code

- a. The operations code for the LMP Sucommittee 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 Bylaws Chairperson by June 1st of each year. All additional operations code changes should be submitted by November 1st in preparation for the January NAKHE Board meeting.

7. Timeline

Date	Activity
January 1 st (year 1)	LMP Announcement live on the NAKHE website
April 15th	All Applications DUE DATE
April 25th	Membership Check
April 30th	Send Letter/Contract to Committee Members
May 1 st -5 th	Committee Meeting
May 1 st -5 th	Send Applications for Review

May 15 th	Complete Review of Applications
May 20 th	Scoring and Identifying Awards
June 1 st	Notification of Award
June 30 th	Release of Funding
TBD	One week/5-day visit of mentee to mentor's university/institution
January (year 2)	Presentation at NAKHE conference

(Zarco, 2022)