



MLI 2008 APPLICATION GUIDELINES

Application Procedures

The MLI 2008 application consists of seven parts: (1) the *MLI 2008 Application Form*; (2) your brief bio; (3) your résumé; (4) your institution's mission statement; (5) your institution's organizational chart with your position highlighted; (6) your essay; (7) and three recommendations.

All materials, including recommendations, must be in English.

All application materials for MLI 2008 are due in the GLI office no later than January 8, 2008. We encourage candidates to use trackable mail.

On **January 9, 2008**, a "think-piece" will be e-mailed to you; you will then write a one-page response to the think-piece. Think-piece responses are due in the GLI office no later than **January 16, 2008**. If you do not receive the think-piece on January 9, 2008, please contact the GLI office. Only complete applications that include a think-piece response will be considered for selection.

Admission and reduced tuition fee decisions will be made by the GLI based on the recommendations of the selection committee. Written notifications to all candidates will be mailed on **March 26, 2008**.

MLI's effectiveness comes from its total immersion experience and the commitment participants devote to the full program schedule, to themselves, their MLI colleagues, and their institutions (see the MLI 2008 Timeline at the end of this document for pre-program commitments). Further, if you anticipate the need to remain continually engaged in ongoing business at your institution in July 2008, please consider applying another year. Additionally, we are unable to accommodate families or permit visitors for the duration of the program. We understand this can present a hardship for many in the field and we urge you to consider this carefully before applying.

Application Instructions

COMPLETE ONLINE, PRINT, and SUBMIT the MLI 2008 APPLICATION FORM:

You will need Reader version 7 or above in order to complete the application and submit online. You can download a free copy of the most recent version of Adobe Acrobat Reader at:

www.adobe.com/products/acrobat/readstep2.html.

Then, proceed to open the MLI 2008 Application link:

www.getty.edu/leadership/downloads/mli08appform_pub.pdf.

Begin by clicking the "highlight fields" checkbox. (Please note, if you are not using a purchased copy of Adobe Acrobat Professional, you will not be able to save your form data to your hard drive; free Adobe Acrobat Reader users should prepare information in advance and complete the form, print and submit in one sitting.)

- The *Candidate Information* section. When supplying full-time staff numbers, please correspond with the information on your organizational chart.
- The *Financial Information* section. Note, sponsorship by a candidate's institution is essential as evidence of its commitment to MLI. Institutions are expected to provide both paid release time and financial support. If an institution does not provide the full amount of tuition, participants are expected to contribute to the cost of attendance in proportion to their annual earnings.

Suggested minimum personal contributions are indicated below.

Your Annual Salary	Personal Contribution
up to \$40,000	\$500
\$40,001 – \$60,000	\$1,000
\$60,001 – \$80,000	\$1,500
\$80,001 – \$100,000	\$2,500
\$100,001 and above	\$3,500



After printing the *MLI 2008 Application Form* as instructed below, please sign and date the *Financial Information* page and have this page countersigned by the president of your institution's board, your institution's director, or the sponsoring officer at your institution, as appropriate.

- The *Statement of Need* section (optional).
- The *Brief Survey*.
- The *Application Checklist*.

Once you have completed the *MLI 2008 Application Form* online,

1. Click the "**Print Form**" button on the bottom of the form to print an original copy, and then
2. Click the "**Submit by E-mail**" button on the bottom of the form to submit your *MLI 2008 Application Form* to the GLI automatically. This is important so that we can track your information electronically.

PREPARE and COLLECT:

- A brief bio (not to exceed 300 words) with emphasis on your career path.
- A current résumé of no more than three pages, using a font size of 12 points. Include the following:

Education. For each institution: give name of institution, dates (years) attended, degree(s) awarded, year each degree was awarded, and area of study or field in which each degree was awarded.

Employment History. For each employer/institution and each position held: give your title, dates in position, and brief description of scope of responsibilities.

Professional Development/Continuing Education. For each course or program: give name of institution offering course/program, year(s) attended/participated, duration of

course/program, and certificate, credential, or degree awarded.

Professional Affiliations/Service-related Activities. For each affiliation: give name of organization or group, dates of involvement, and description of your role and activities.

- Your institution's mission statement.
- Your organizational chart on standard letter-sized paper. This chart must include your governance structure. It must also reflect current reporting relationships throughout the institution and match the full-time staff numbers given in the *Candidate Information* section.
- An essay of no more than **four double-spaced**, typed pages, using a font size of 12 points, covering the following topics. **Essays that exceed the four-page limit will not be accepted.**

Your current position, including your leadership and managerial responsibilities and ability to influence policy and effect change in your institution.

Your commitment to the museum field as evidenced by your past, current, and anticipated professional, community, and relevant service-related activities.

Your institution's strategic challenges.

Your expectations about the differences that MLI will make for you and your institution, including ways the program will help you achieve your professional goals and address the key strategic challenges outlined above.

What your participation would add to the MLI experience for others.

- Recommendation letters from each of the following:

If you are the director, obtain your **first** recommendation from your board's president, CEO, or the person to whom you



report and by whom you are evaluated; *if you are not the director*, obtain your first recommendation from your institution's director.

If you are the director or report to the director, obtain your **second** recommendation from a professional colleague currently *within* your institution who has firsthand knowledge of your day-to-day responsibilities (this individual may report to you); *if you do not report to the director*, obtain your second recommendation from the person to whom you report and by whom you are evaluated. This recommender should be someone from your institution with whom you would continue to have a close working relationship upon your return from MLI 2008.

Obtain your **third** recommendation from a professional colleague *outside* your institution who has firsthand knowledge of your contributions to the museum field.

Forward the *Confidential Recommendation Form* link to your three recommenders:
www.getty.edu/leadership/downloads/mli08recform_pub.pdf
Ask each of your recommenders to seal their letters in envelopes and return them with the completed, signed, and dated form. Recommenders should return their letters to you in a sealed envelope with their signature across the back flap in advance of the deadline so that you can include them with your application materials. Note, additional letters beyond the three required recommendations will not be considered.

COLLATE and MAIL:

- One original and one copy of your application in the following order:

MLI 2008 Application Form (with *Financial Information* section signed and dated)

Brief Bio (not to exceed 300 words)

Résumé (no more than three pages)

Institution's Mission Statement

Organizational Chart (with your position highlighted)

Essay (no more than four double-spaced pages)

Please separate your original and copy with a color sheet; do not staple, paper clip, or bind the materials in any way. Do not enclose supplemental pieces such as books or brochures.

- Optional Materials:

One copy only of your institution's most recent audited financial statements (if you are applying for a reduced tuition fee)

Final note: Admitted candidates who change employers between admission to and participation in MLI must submit a description of their new position, a letter of recommendation from their new employer, and a revised version of the *Financial Information* section. GLI reserves the right to rescind the admission of anyone whose position or responsibilities change between admission to and participation in MLI.



MLI 2008 TIMELINE

