



**Council on Social Work Education
Baccalaureate and Master's Social Work
Program Director Academy**

Guidelines and Application

Contact Information:

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CSWE BSW and MSW Program Director Academy Now Recruiting our 4th Class!

The **CSWE Program Director Academy** is designed for new and recent program directors who are typically transitioning from faculty to administrative roles, often without prior training or experience in management and leadership inside or outside of the social work academy. For the 3rd Cohort, space will be limited to 30 participants.

This program is open to baccalaureate and master's program directors from CSWE member programs who have been in their position for 3 or fewer years. **Applicants must be a member of a CSWE accredited program to apply. If you have been in your position longer than 3 years and are interested in applying, please contact CSWE prior to submitting an application.**

Program Details and Participant Requirements

The program requires a **1-year commitment** and includes participation in the following:

- 1. A Virtual Summer Leadership Institute** on July 13, 15, 20 and 22, 2021 (three hours each day)
 - This virtual workshop with cohort participants is designed to build and strengthen administrative and leadership capacity with a focus on management competencies and leadership development for the program director role.
 - National leaders will speak on the following topics: strategic management, skills of supervision, communication, effective meetings, leadership self-assessment, and resource development as it relates to job function.
 - Networking opportunities with other BSW and MSW program directors across the country
- 2. A Lunch Panel Presentation on Diversity and Leadership and a Leadership Development Institute** held at the CSWE Annual Program Meeting (APM) on November 3, 2021, in Orlando, FL.

3. **Online modules, webinars, and virtual networking** opportunities through the CSWE Learning Academy in spring 2022. Participants will apply and integrate core concepts and competencies from the program to initiatives within their home institutions.
4. Program Completion Reception and Certificate Presentation at the 2022 APM in Anaheim, CA on November 9, 2022.

Application Timeline

11:59 pm (EST) on Monday, April 19, 2021	Receipt deadline for submission of materials to CSWE
Wednesday, May 5, 2021	CSWE notifies applicants

Registration Fee and Other Expenses

The total tuition for the CSWE Program Director Academy is \$1,200. This registration fee includes curriculum materials, Learning Academy modules/webinars, and registration for the 2021 APM Leadership Development Institute on November 3, 2021, in Orlando, FL. Once an applicant is selected to participate in the program, the registration fee of \$1,200 is due by July 1, 2021. **Any additional expenses are the responsibility of the participant or college/school.**

Application Instructions and Requirements

Receipt deadline for all materials is **Monday, April 19, 2021, at 11:59 pm (EST)**. Applications are reviewed by the CSWE Council on Leadership Development and CSWE staff and results will be announced by Wednesday, May 5, 2021.

Step 1:

Click the following link on CSWE’s website to begin the application process:

<https://cswe.org/Centers-Initiatives/Centers/Leadership-Institute/CSWE-Program-Director-Academy.aspx>

Step 2: Application Requirements

Once you have entered the online application portal, **please upload your curriculum vitae, letter of support from Dean/director (direct supervisor)**, and responses to the following questions:

1. **Current Job Responsibilities:** Briefly describe your range of responsibilities, including those activities, operations, or functions for which you are directly responsible (half page or less).
2. Discuss how participation in the Program Directors Academy will **best advance your professional development** and why?

If you need assistance, please direct your questions to LeadershipInstitute@cswe.org.