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Dear _____ (Insert Supervisor name)

I am excited to share a unique leadership development program for women in higher education offered in the State of Michigan. I would like to apply to be a mentee in the program for the 2023-2024 academic year and seek your support.

The MI ACE Senior-Level Leadership Development Job Shadow program in 2023-2024 will be in its 8th year. Direct outcomes of the program are to further develop leadership skills for women in their current higher education positions and to prepare them to enter senior-level positions in Michigan higher education institutions.

The MI ACE program provides participants from a MI institution with an opportunity to shadow and be mentored by one or more senior-level administrators from a Host institution in the State. Mentees will fulfill program expectations throughout the academic year, which includes about 150 hours with the host institution. Home institutions are not expected to provide any financial support for participants.

The shadow experience is to be co-designed by the Host senior mentor and participating mentee around the mentee's interests and goals. In addition, Mentees are encouraged to discuss how the program experiences could also be a benefit to the home institution.

Applicants are selected to be mentees through a competitive process coordinated by the MI ACE Executive Board. A host institution has the opportunity to review a potential mentee's application materials and to interview the applicant before agreeing to serve as that individual's host institution.

Attached for your review is specific information about the program for Mentees (home institutions) and Mentors (host institutions).

I look forward to discussing this opportunity with you and would value a Letter of Support from you as my immediate Supervisor.

Respectfully,

(Applicant name)