

**Executive Leadership in Academic Medicine (ELAM) and  
Executive Leadership in Health Care (ELH) Programs  
Required application materials**

Please submit these materials as a single PDF to: [clare\\_lamont@hms.harvard.edu](mailto:clare_lamont@hms.harvard.edu)  
Clearly Identify in the application whether you are applying for the ELAM or the ELH program

**1. Nomination letter from a direct supervisor**

*The nomination should confirm institutional commitment to:*

- Providing the necessary time for the candidate to fully participate in the program and to complete their assignments.
- Financial support for the program fees (\$20,600) plus travel and lodging for program sessions.
- Salary continuation during the ELH at ELAM fellowship period.
- Assistance with assignments, especially leadership interviews and financial trends analyses.

**2. Nomination letter from your ELAM Mentor.** ELAM will ask selected nominees to work on an Institutional Action Project over the course of program. Please include a description of the nominee's project (While proposals may change over time, we are interested in what is currently being considered.) If your Mentor is your direct supervisor, then one letter may be submitted.

**3. List of programs.** Please list formal workshops, courses, and/or certificate/degree programs that enrich or advance your career, in which you have participated in the past, along with the date or year completed.

**4. Single published work.** Submit a single published work that you have authored and consider your most significant and explain why have you selected this work.

**5. Statement of interest.** Include a description of the scope of responsibilities in your current position, including any activities, operations or functions for which you are directly responsible.

**6. Please provide a brief answer to the following questions:**

- What are your specific 5-year career goals? Be as concrete as possible.
- How will participating in this program help you achieve those goals?

- What do you view as the single most important issue facing your institution. If you were Dean, what would you do about this issue?
- What do you view as the single most important challenge your institution presents to you in doing your job?
- What innovative approaches are you taking to meet this challenge?
- What is your personal philosophy or definition of leadership and how does it apply to your professional role?
- Describe a professional situation in which you took a leadership role.
- In what ways were you effective?
- In what ways were you not effective?
- What did you learn from the experience?

## **7. Current CV**

***For those reapplying for the internal nomination, please include a cover letter:*** The cover letter should highlight any accomplishments or developments that have occurred since the previous application. This is an opportunity to showcase how you have grown or achieved new milestones relevant to your application.