

MENTORING-FOR-LEADERSHIP LUNCHES TEMPLATE EMAIL CORRESPONDENCES

Below are four template emails:

1. request for speaker suggestions
2. speaker invitation
3. lunch announcement and call for RSVPs
4. additional event details for speaker's assistant or for speaker

joyce

Template email requesting speaker suggestions

Hello,

We are currently scheduling this year's slate of ADVANCE Mentoring-for-Leadership lunch speakers. If you have suggestions for possible speakers, please let us know. In addition if you know of any women leaders (academic, research, or otherwise) who are already scheduled to come to campus this year, and might be good speakers, we'd appreciate hearing about them.

We look forward to seeing you at this year's ADVANCE events. The website will have new event information posted soon.

Thanks,
Eve, Joyce, and Debbie

Template email invitation to the speaker:

Dear SPEAKER:

I am the Program/Research Manager of the ADVANCE Center for Institutional Change, which was established in 2001 with an NSF-sponsored ADVANCE award for women faculty in science, engineering, and math. As part of our efforts, we are working to encourage more women to move into academic leadership positions.

ADVANCE has been running a Mentoring-for-Leadership lunch series for our women faculty interested in positions of leadership (research, administrative, etc.). Each month, a different woman leader discusses her her career trajectory and benefits and challenges of holding an position of leadership. Topics addressed in the past include a speaker's personal journey to her current position, strategies for being an effective leader,

challenges she's faced, tips and lessons she's learned, etc. (Information about the lunch series can be found at <http://www.engr.washington.edu/advance/mentoring/index.html>)

We would like to invite you to be a featured speaker during the 2005-2006 ADVANCE Mentoring-for-Leadership Lunch series. Would you be willing to speak about your personal story at an upcoming lunch? If so, we could work around your schedule. The event doesn't take much prep time -- our speakers just talk off the top of their heads, and yet, they have all been very well received.

Thank you very much and regards,
Joyce Yen

Template for email announcement of the upcoming lunch and call for RSVPs:

To: Women Faculty in ADVANCE Departments
From: Joyce Yen, Program/Research Manager
RE: ADVANCE Mentoring-for-leadership lunch with PERSON -- DATE

ADVANCE is pleased to offer a *Mentoring-for-Leadership Lunch on XXXX 12:00 - 1:30 pm, in Loew 355 featuring YYYY. *Lunch will be served. If you would like to attend, please RSVP to David at atsales@engr.washington.edu. (Note that future Mentoring-for- Leadership lunches are listed at the bottom of this message.)

ONE-PARAGRAPH SPEAKER BIO GOES HERE

The list of future Mentoring-for-Leadership lunch dates appears below and are listed online at http://www.engr.washington.edu/advance/mentoring/leadership_lunch.html As always, a invitation for these future lunches will be sent in the days preceding the lunch.

Upcoming ADVANCE Mentoring-for-Leadership Lunches for Women Faculty
* November 8, 2005 -Dr. Patricia Spakes, Chancellor, University of Washington, Tacoma
* December 6, 2005 - Dr. Liz van Volkenburgh, Divisional Dean of Research, College of Arts & Sciences, University of Washington
* January 17, 2005 - Dr.Carol Padden, Professor of Communications, University of California, San Diego
* February 24, 2005 - Dr. Suzanne Ortega, Vice Provost and Dean of the Graduate School, University of Washington
* additional lunches are still being arranged

Template email describing more event details:

Dear XX (speaker's assistant),

We are so glad that THE SPEAKER will be able to participate in our 2004-2005 Mentoring-for-Leadership lunch series. I wanted send you an email with some additional background about the lunch and THE SPEAKER role.

The ADVANCE Mentoring-for-Leadership lunch series is a monthly lunch gathering for our women faculty interested in positions of leadership. Each month, a different woman leader discusses her her career trajectory and benefits and challenges of holding an administrative job. Sample topics include time management, obtaining consensus among faculty, and implementing a vision of excellence. You can learn more about this program at <http://www.engr.washington.edu/advance/mentoring/index.html>

The program is quite informal. Usually people gather first, socialize and eat for the first 20-30 minutes, so that the speaker has a chance to eat. Then the speaker takes approximately 30 minutes to share some of her personal experiences and thoughts on being a leader in academia. For example, previous speakers have told their personal history, discussed success strategies, described what surprised them about moving into academic leadership or the challenges that she encountered, described how they made their decision to take on leadership positions, shared time management, work/life balance, research/administration balance strategies. Participants usually ask questions throughout the time. The format is more of a discussion rather than a formal presentation. This sharing by the speaker and discussion with the participants usually runs the remainder of the time, about an hour.

Let me know if I can answer any more questions or provide any additional information.

Regards,
Joyce