

Applying to the AGU LANDInG Academy: Letters of Support



Successful applicants to the AGU LANDInG Academy will be required to submit two letters of support: one with the initial application and one ahead of finalist interviews. Both letters should be written by the same person: either the applicant's current supervisor or a higher authority at the applicant's institution who can attest to both the applicant and the institution's commitment.

First Letter of Support

The first letter of support will be submitted with the initial application. The letter writer should simply use the following template:

"If [insert applicant's full name and title] is selected for the AGU LANDInG Academy, [insert name of department, college, agency or institution] will collaborate and/or commit resources as necessary and detailed in the applicant's broadening participation project proposed for year two of the Academy."

Second Letter of Support

Finalists will be asked to submit a second, more detailed letter of support that documents their institution's commitment to support their participation in the program, including attendance at quarterly in-person summits and monthly virtual meetings, and the applicant's project to broaden participation in DEI at the institution.

Specifically, the letter should reflect 1) that the applicant has engaged in a conversation with their institution's leadership about program expectations, and 2) that the institution is generally committed to supporting their project.

During the two-year program, Academy Fellows will participate in approximately 50 hours of instruction and should expect to spend additional time on meeting preparation, project implementation and travel.

Because applicants may not fully understand their institution's DEI needs at the time of application, and therefore cannot anticipate the full scope of the project they may develop, we do not expect this letter to include a fully scoped plan for change.

Clarity and understanding of the institution's commitment at the start will ensure success down the road.

Helpful Questions for Applicants to Ask Their Leadership:

- Consider your own interests in effecting change to inform and shape your request for resources. For example, are you most interested in changes that support student or faculty success, institutional policy or practice changes, etc.?
- Consider the types of support most likely to be of value to you in participating in the Academy including time to attend and prepare for meetings, complete assignments, participate in activities and develop and implement a project, etc.
 - What kinds of support would be necessary and valuable to advance your plan for change?
 - How can your institution best support you in your DEI leadership development and efforts?
 - For example: Would your institution consider offering an adjustment in effort (e.g., teaching, service or scholarship reduction) to afford your time to participate in Academy meetings and activities, and to develop and implement a broadening participation leadership project?
 - What fiscal resources might your institution be willing to provide in support of implementing a future project?
 - What other resources might your institution commit to support you in proposing and implementing a project (e.g., space, event planning, administrative support)?
 - How will your institution recognize the value of your participation? For example, will your participation count toward meeting expectations for future promotion or leadership opportunities?
 - Will your institution support you in requesting data needed to inform identifying areas of need for enhancing DEI success on your campus?
 - Will your institution allow and support your communication and collaboration with other stakeholders within and beyond your institution?

