

**University of North Alabama  
Secondary Education and Leadership Department**

**Master Instructional Leadership  
Application Requirements for the Instructional Leadership Portfolio**

This portfolio is designed to show evidence of the applicant's leadership capacity in both the school and community settings. It will serve as a major component of the application process for entry into the Masters of Instructional Leadership Program. The following components are required for this Leadership Portfolio (An e-portfolio is desirable):

1. Letter of Application (Please answer the following questions in your letter.)  
  
What is your interest in and expectations from the preparation program in Instructional Leadership?  
Why should you be selected for the program?  
What school leadership experience do you have?
  2. Current Resume or Vita
  3. Professional Growth Plan/Professional Development Plan (reflecting the last 3 years of your teaching experience) and completed copy (all forms) of the most recent performance appraisal to include the professional development component, if available.
  4. Copies of Transcripts (for higher education work completed)
  5. Copies of Teaching Certificate(s) and copies of other endorsements
  6. Three letters of recommendation to include applicant's principal or supervisor. The system's superintendent will establish requirements for recommendations and endorse the recommendations given by system personnel.
  7. Evidence of ability to improve student achievement. Ex. SAT Scores, DIBELS pre-post-tests, end-of-month tests, etc.
  8. Evidence of leadership and management potential, including evidence of most recent accomplishments in the area of educational leadership.
  9. Other Areas of Leadership (Community Work, Religious Organizations, Military, Service organizations, etc.
  10. Return completed portfolio to Department Chair prior to scheduling of the required admissions interview. Candidates must pass an interview conducted by a program admission committee that includes both P-12 instructional leaders and higher education faculty prior to the semester for start of Instructional Leadership course work.
  11. Memorandum of Understanding from participating school district.
- As required by Alabama Administrative Code Supp. # 05-3 # 290-3-3-.48.
- Adopted 7/12/05
12. Out of state applicants should read and sign the enclosed statement for inclusion in the portfolio.