



Please use this form to provide basic information that will be used in setting up a coaching arrangement for you. Information provided in this form will be kept strictly confidential and will only be available to the Executive Director, SU ADVANCE and to external evaluators to aid in program assessment, where appropriate.

First Name :

Last Name :

Current Rank :

(Choose one: Assistant, Associate, or Professor)

Tenure Status :

(Choose one: Not on Tenure Track, On Track for Tenure, or Tenured)

Department/School :

Center/Institute Affiliation:

(If applicable; if more than one, please indicate the center/institute to which you devote the most time)

Desired start:

Please indicate Spring, Summer or Fall 2014. Coaching arrangements are typically three to four months duration. Please keep that in mind when deciding when you might start.

Coach selection

After you have indicated your desired start and goals, the SU ADVANCE staff will work with you to find a match. Several coaching options are available.

Eligibility

If you have successfully completed a coaching arrangement with the support of SU ADVANCE within the last 18 months, you are ineligible for additional support until Fall 2014. Please check with Marie Garland, SU ADVANCE Executive Director, if you have questions.

Career Goals

For coaching to be most effective, participants should begin with three to five goals for which the assistance of a professional would be helpful. For example, you might have a goal of achieving a leadership position within your department. A coach could help you identify your personal leadership strengths and how to best leverage them. The information provided here will be used later to gather feedback about the services you receive and your overall experience in the coaching program.

Goal 1

(enter text here)

Goal 2

(enter text here)

Goal 3

(enter text here)

Confidentiality Statement

The information provided on this form may be shared with external evaluators for purposes of aiding in overall program assessment. Evaluators are members of the American Evaluation Association, a professional organization which promotes adherence to a strict code of professional ethics, including standards for ensuring confidentiality.

Information you share with your coach remains confidential. Your coach will not disclose private information obtained during the coaching process with representatives of Syracuse University without your express and written consent; however your coach may use your input without identifying you as the source, and in a general manner, in order to help SU-ADVANCE make recommendations regarding changes in policy, procedure, or practice that would benefit all STEM women at the University.

I understand the limits of confidentiality surrounding my participation in coaching services.
(Please initial in the box)

Agreement

By submitting this request for coaching services, I agree to:

1. Engage the services of my coach in as prompt a manner as possible.
2. Maintain the schedule I negotiate with my coach to the best of my ability.
3. Provide information about my experience with coaching and my assessment of the coach I have selected with the SU ADVANCE Executive Director; and
4. Share information about my experience with evaluators retained by SU ADVANCE for the purposes of assessing program effectiveness.

(Name)

(Date)

To sign this document electronically in order to return it by email, please type your name in the space provided. This will substitute for your signature. If you wish to submit the form by campus mail, please print the document and sign your name as you normally would.

Preferred Contact Information

Email: _____

Phone: _____

Save the completed form to your desktop. To submit your registration, you can:

1. E-Sign (as directed above), and return a completed form by email

OR

2. Print the completed form, sign, and return it to:
Marie Garland, Executive Director
SU-ADVANCE
151 Link Hall