



Doctorate in Leadership(Ed.D.)

Admission Materials

All materials must be received in the HSU Graduate Studies Office by

- April 11 at 1:00 p.m. for Doctorate in Leadership Program
- November 15 or April 15 at 1:00 p.m. for the Superintendent Certification Program (stand-alone)

Irvin School of Education

Hardin-Simmons University

www.hsutx.edu/doctorateinleadership

An Invitation to the Doctorate in Leadership

The question is not “what is leadership?” but “what is good leadership?” Good leadership, like critical thinking, crosses all boundaries and applies to all circumstances in which people work together. Current events in society demonstrate the need for effective leadership. Significant writers and leaders agree that good leadership requires good character. While the applicants may enter the Doctorate in Leadership program with well-developed character, doctoral studies will promote further character development that supports effective, ethical leadership. HSU’s inherent Christian foundation and values provides the perfect base for fostering exemplary character essential for leadership.

Graduate education plays a vital role in the future of the United States, which is generally regarded as the premier location for graduate education. In order for the United States to be globally competitive, graduate education must continue to be a priority. The increased complexity of the U.S. workplace has led many jobs to require advanced degrees. Just as baccalaureate degrees overtook high school diplomas as the preferred preparatory training in the 1980s, master’s degrees have overtaken baccalaureate degrees as the accepted degree for many careers. Similarly, doctoral degrees may become the expectation for many career paths.

U.S. News and World Report lists higher education administration among the Best Careers of 2011 with a strong job market for university administrative positions, requiring a master’s or doctoral degree. Growth in the community college sector is projected to be even stronger. The U.S. Bureau of Labor Statistic projects a rapid employment growth rate of 8 percent in the field of higher education administration for 2008K2018. In May 2008, they reported that postsecondary school administrators earned a median income of \$80,670. The middle 50 percent earned between \$58,940 and \$113,860. While salaries vary based on location and enrollment, administrators during 2008K2009 earned up to \$158,000.

Graduate education at HSU prepares individuals to be critical thinkers, problem solvers, and well-rounded citizens. The Doctorate (Ed.D) in Leadership will offer academically rigorous curricula and practical experiences that creates leader in the organizations and communities of tomorrow.

Contact Information

Program Information & Academic Advising:

Dr. Mary Christopher, Program Director

leadership@hsutx.edu

325.670.1510 Fax 325.670.1397

www.hsutx.edu/doctorateinleadership

Irvin School of Education Information:

Dr. Perry Kay Brown, Dean

pkbrown@hsutx.edu

325.670.1347

Admission & Other Prospective Student Issues:

Lisa Simpson

lisa.simpson@hsutx.edu

325.670.1298 or 325.670.1299

or 1.800.478.1222 Fax 325.670.1564

Online Application

<https://www.hsutx.edu/admission/graduate/>

Mailing Address for Admission Materials:

Graduate Studies

Hardin-Simmons University

Attn: Doctorate in Leadership

Box 16210

Abilene, TX 79698

Admission Materials Include

An Invitation to the Doctorate
of Leadership

Purpose Statement

Financial Information

Admission Requirements

Admission Procedure

Personal References Form

Ethics Statement

Personal Statement

Employer Letter of Support

Release Form for External

Criminal Background

Check Personal Reference

Purpose Statement

Doctorate in Leadership

The Doctorate of Education in Leadership (Ed.D.) develops enlightened, ethical leaders through academic and practical experiences. Through study in a faith-based environment, graduates will embody skills, knowledge, and dispositions to bridge theories with research-based practices to become visionary leaders.

This 57-hour program follows a cohort model over four years. The cross-disciplinary nature of the program accepts students from any fully accredited master's degree. Students complete six hours of coursework each fall, spring, and summer, allowing for continuation of employment. Students will read the Great Books of leadership to support a breadth and depth of knowledge in the field. At the end of the program, students will take qualifying exams that require synthesis of knowledge gained through these readings, leadership coursework, and individual research. The culminating experience for the doctoral degree involves the completion of a dissertation related to the student's interest in a particular aspect of leadership and supervised by a professor.

The Doctorate in Leadership program contains four distinct practices that support effective pedagogy and doctoral study, enmeshing the on-campus environment with various delivery methods:

- Considers the *cross-disciplinary nature of leadership*
 - Offers 18-hour concentrations in three areas: Higher Education Leadership, Education Leadership in Superintendency, and Educational Leadership in Health Care Professions
- Bridges the academy to the community
 - Provides clear connections between academic study and real-world applications
- Offers a hybrid, low-residence model
 - Meets on campus three weekends per semester, with additional faculty/student interactions through online environments
 - Supports collegial support, enhanced camaraderie, and professional networking through a cohort model with face-to-face contact
- Includes three brief summer residencies
 - Studies leadership in authentic settings in Austin, TX; Washington, D.C.; and Austria/Germany for approximately one week each summer.

Financial Information

Costs of the Doctorate in Leadership Program

General Fees

Application Fee \$50

Other fees as outlined in the HSU Graduate Catalog

Tuition and Fees

\$750/hour

Program Fees

Travel Costs for the Summer Residencies will vary each year. Dissertation Fee \$800

Admission Requirements

The following is required of applicants for the Doctorate in Leadership program: (see detailed directions listed below)

- A minimum cumulative grade point average of 3.5 on a 4.0 scale at completion of a master's program
- A competitive score on the GRE (Graduate Record Examination) taken during the last ten years. Upon approval, scores from the GMAT (Graduate Management Admission Test), MAT (Miller Analogies Test), or other comparable nationally recognized aptitude tests may be substituted.
- Additional scores required for students whose native language is other than English: score of 250 on the computer version of TOEFL, score of 5 on the TWE, score of 50 on the TSE
- Recommendation forms from three persons qualified to assess your abilities and potential for the program.
- Resume or curriculum vita
- A 500-600 word personal statement
- All required documents listed in the Admission Procedures and Checklist

Admission Procedure and Checklist

All materials must be received in the HSU Graduate Studies Office by April 11, 1:00 p.m.

Qualified applicants will not be considered for admission until their file is complete.

Forms submitted online:

- The Doctorate in Leadership application for admission through the Graduate Studies website.
<https://www.hsutx.edu/admission/graduate/>
- \$50 application fee (\$150 for international students) through Cashnet.
<https://commerce.cashnet.com/selfserve/BrowseCatalog.aspx>. The application fee is waived for graduates of Hardin-Simmons.

Forms sent directly to Graduate Studies Office:

- Official transcripts from each institution you attended.
- Official copies of GRE scores. (HSU GRE Code: 6268) If needed, request approval of other comparable nationally recognized aptitude tests through the Program Director.
- Official scores required for students whose native language is other than English. They must earn a score of 250 on the computer version of the TOEFL (Test of English as a Foreign Language), a score of 5 on the TWE (Test of Written English), and a score of 50 on the TSE (Test of Spoken English) and meet the required scores.

Forms submitted online as supplementary materials:

- A resume or curriculum vita documenting educational background, professional experience, employment history, certifications, professional development, honors/achievements, and community service.
- Signed Ethics Statement.
- A 500-600 word personal statement following the guidelines described in admission materials.
- Completed form that includes the list of Personal References.
- The Letter of Employer Support form, completed and signed by the current employer.
- Copy of valid Texas Teacher's and Principal's Certificate (superintendent only)
- Release for conducting a background check.

Forms submitted directly from references:

- Recommendation forms and reference letters from three persons who are qualified to assess your professional abilities, academic potential, and personal character. Ask each person to submit the completed form directly to HSU Graduate Studies via email, fax, or mail.

Following a review of the application, applicants may be contacted to schedule a personal interview.

PERSONAL REFERENCES

Three individuals will provide personal references for you using the reference forms included in this packet. List their names and addresses below so that the program can follow up if the forms are not received.

References should be qualified to assess your professional abilities, academic potential, and personal character.

The three references will include (1) a person who holds a doctoral degree, (2) a person who is serving or has served as your employer or supervisor, and (3) a person who is a professional colleague. References should not be related to you nor should your references be related to one another.

1. Person with Doctoral Degree

Reference Name

Street Address

City/State/Zip

Phone

Email Address

2. Employer or Supervisor

Reference Name

Street Address

City/State/Zip

Phone

Email Address

3. Professional Colleague

Reference Name

Street Address

City/State/Zip

Phone

ENROLLMENT INFORMATION

Intended start term: Fall in the year 20_____

Concentration Preferences (2 required): 1) _____ 2) _____

Are you a former Hardin-Simmons student? Yes No

If yes, please indicate program and completion date _____

ACADEMIC INFORMATION

Universities and other schools attended (undergraduate and graduate)

<i>Name of School</i>	<i>Major</i>	<i>Minor</i>	<i>Dates Attended</i>	<i>Degree</i>	<i>GPA</i>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I, _____, certify that the information provided on this form is true and voluntarily given. I give my permission for this information to be used by Hardin-Simmons University for the purpose of considering my admission, for academic advisement, and for the purpose of keeping records.

Signature: _____ Date: _____

Ethics Statement

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Because this program seeks to develop effective, ethical leaders, we ask you to read and sign this Ethics Statement.

I, as a student in the Hardin-Simmons University, Doctorate in Leadership program, agree to:

- Commit to intentional interaction with the essential values inherent in the mission of Hardin-Simmons University.
- Determine that all research, writing, and any other form of communication through the Doctorate in Leadership program at HSU is performed at the highest levels of expectations upon the scholarly enterprise.
- Strive to identify, describe, and incorporate personally those values implicitly and explicitly a part of the academic discipline of leadership.
- Embark upon a pattern of internalizing life-long learning and engagement of ethical leadership in all personal, social, and professional spheres one will face in life.

My signature below indicates that I have read and agree to follow the Ethics Statement outlined by the Doctorate in Leadership program, stated above.

Signature: _____ Date: _____

Personal Statement

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Submit a 500-600 word personal statement written by the applicant addressing his/her personal and professional goals for graduate study and leadership. Your response should give careful attention to academic style and content and should be written in Microsoft Word or Adobe pdf format. Include this statement with your application packet.

The response should include:

1. An introduction of the applicant to the admission committee
2. A discussion of the applicant's motivation for pursuing a doctoral degree in leadership
3. A self-analysis of the applicant's potential for doctoral level critical thinking and research
4. Evidence of leadership achievement and potential

Please submit Personal References form, Ethics Statement, Personal Statement, Employer Letter of Support, and Release Form for Criminal Background Check as supplementary materials through the online application.

Employer Letter of Support

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If the applicant is a full-time employee, an Employer Letter of Support form from the current employer indicating support of the applicant's intent to pursue doctoral studies while maintaining the professional relationship must be submitted with your application packet.

Part 1

TO BE COMPLETED BY THE APPLICANT

applicant's name _____ *phone* _____

applicant's mailing address/city/state/zip

Application to begin the program in fall of the year 20_____

Applicant's signature _____ *date* _____

Part 2

TO BE COMPLETED BY THE EMPLOYER

The person whose name appears above has applied for admission to the Doctorate in Leadership program at Hardin-Simmons University. Please indicate your support for this person's intent to pursue doctoral studies while remaining as your employee. *Note: feel free to use the back of any page as necessary for further comments.*

your name with title (if relevant)

address/city/state/zip

email address

Phone numbers: (____)____-____(____)____-____(____)____-_____

How well do you think you know the applicant? Casually Well VeryWell

How long have you worked with him/her? ___years ___months

Has the applicant explained the requirements for participation in the program? Yes No

Do you fully support his/her intent to pursue doctoral studies while remaining as your employee? Yes No

Signature _____ Date _____

Release Form for External Criminal Background Check

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Authorization by Applicant to the Doctorate in Leadership for External Background Check

In order to complete your enrollment for the Doctorate in Leadership of Hardin-Simmons University (HSU), the performance of a completed external background check is required. HSU engages the services of a consumer reporting agency to conduct this background check. Authorization to conduct this background check and results deemed favorable by the Doctoral program are conditions for enrollment. Please complete the following form.

I hereby authorize the Doctorate in Leadership program of Hardin-Simmons University to obtain consumer reports (criminal background check) in order to satisfy the requirements of my educational program. I will be informed if my offer of admission is denied or rescinded or if my enrollment is terminated because of information obtained from the consumer reporting agency; in that event, upon my written request, the consumer reporting agency will provide me with a copy of the report and a "Summary of Your Rights under the Fair Credit Reporting Act." (FCRA 15 U.S.C. 1681 et seq.)

I also authorize, without limitation, any party or agency contacted the Doctorate in Leadership program of Hardin-Simmons University (HSU), any of its agents, or any entity employed by HSU to conduct an external review of my background. I hereby release the Doctorate in Leadership program, HSU, and its agents, employees, and agents and employees of any party or entity contacted by HSU for purposes of providing criminal background information from any and all claims that I may have arising from or relating to the collection or reporting of information obtained in the process of a criminal background investigation to assure my qualification for participation as a student at Hardin-Simmons University. I understand that my date of birth is used solely as an identifier to avoid possible misidentification while completing the background check process.

Please print full name	Last	First	Middle
Print other names you have used (maiden name, etc.)			
Home Address			
City	State	Zip	
Social Security Number		Date of Birth	
The following states require sex and race to obtain information: AL, AR, FL, GA, IA, IN, MI, OR, SC, TX, WI			
Sex:			
	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Race:			
	<input type="checkbox"/> Asian	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic
	<input type="checkbox"/> White	<input type="checkbox"/> Other	
Driver's License Number		State Issuing License	
Name as it appears on license			
Current physical address and former address for the past 10 years (include address, town, state, and zip code), please print: (Print any additional addresses on a separate attachment if necessary)			
Current			
Previous			
Previous			
Previous			
Signature		Date	

**Return with admission packet: Hardin-Simmons University/Graduate Studies Office/
Attn: Doctorate in Leadership/HSU Box 16210/Abilene, TX 79698**

Personal Reference Form – Page One

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Provide this form and a stamped envelope addressed to HSU Graduate Studies Office to each reference. He/she must submit the completed form and reference letter directly to the Graduate Studies Office via email, fax, or mail. (Address listed at the end of this form.)

Part 1

TO BE COMPLETED BY THE APPLICANT

applicant's name

phone

applicant's mailing address/city/state/zip

Application to begin the program in fall of the year 20_____

The Privacy Act of 1974 permits an applicant access to any information in his/her own student files, unless you choose to waive that right.

I waive do not waive my right of access to contents of this form (check one).

Applicant's signature

date

Part 2

TO BE COMPLETED BY THE RECOMMENDER

The person whose name appears above has applied for admission to the Doctorate in Leadership program at Hardin-Simmons University. Please evaluate this applicant in the areas listed below. Your candor will help in the decision. **Please discuss specific gifts and limitations rather than offering routine praise.** Family members may not provide references for applicants.

your name with title (if relevant)

address/city/state/zip

email address

Phone numbers: Home (____)____ - _____ Work (____)____ - _____ Cell (____)____ - _____

How well do you know the applicant? Casually Well Very Well

What was the nature of your contact with the applicant?

Professor in one class Professor in more than one class

Employer Academic Advisor

Professional Colleague Other (please specify) _____

How long have you known him/her? _____ years _____ months

Please attach a typed letter conveying additional information to support your evaluation provided on the next page, regarding the applicant's character and temperament, and/or any concerns that should be considered by the admission committee.

Personal Reference Form – Page Two

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Please indicate your evaluation of the applicant’s professional abilities, academic potential, and personal character in relation to his/her professional career and doctoral study in leadership and by comparing him/her to a reference group you specify (i.e. Master’s degree class, employees, community leaders, etc.)

Reference group: _____

Of those in the reference group, in intellectual ability, I consider the applicant to be in the (check one):

- Upper 1% Upper 5% Upper 10%
 Upper 25% Middle 50% Inadequate opportunity to observe applicant

	<i>Below Average</i>	<i>Average</i>	<i>Above Average</i>	<i>Truly Exceptional</i>	<i>Unable to Respond</i>
Commitment to Leadership					
Integrity/Character					
Potential for Leadership					
Ability to Work with Others					
Academic Potential for Doctoral Work					
Persistence toward Goals					
Self-Discipline					
Drive to Achieve					
Speaking/Presentation Skills					
Writing Skills					

Would you recommend this person for admission into the Doctorate in Leadership program at Hardin-Simmons University?

- Yes, with enthusiasm** **Yes, with reservations** **No**

If you would like for a representative of Hardin-Simmons University to contact you about this applicant or your recommendation, please check “yes” and provide the telephone number(s) that would be best for us to use in contacting you.

Please contact me at the following number(s): _____

Signature _____

Date _____

Thank you for your assistance in the process of considering this applicant for the Doctorate in Leadership at Hardin-Simmons University.

Please return this form to:
Hardin-Simmons University
Graduate Studies Office
Attn: Doctorate in Leadership
HSU Box 16210
Abilene, TX 79698

Telephone: 325.670.1298 Fax: 325.670.1564

Email: gradoff@hsutx.edu