

SOUTH CAROLINA
DEPARTMENT *of* ADMINISTRATION



Application to Join the
2025-2026 Cohort



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Thank you for your interest in participating in the 2025-2026 South Carolina Executive Institute. Nominees must complete the application and submit a letter of recommendation. The deadline to apply is Tuesday, May 27, 2025. Class size is limited to 30 participants. Applications received after the deadline will be held and considered if space becomes available.

Contact Information

Name:

Preferred name (if different):

Job title:

Agency/organization:

Industry type:

☐ City government ☐ County government ☐ State government ☐ Other

Work phone:

Mobile phone:

Work email:

Agency/organization street address:

Agency/organization city, state, zip code:

Number of years you have been in an executive leadership position:

Required Questions

Please describe your leadership role within your organization to include your functional or programmatic responsibilities.

In a one-paragraph executive summary, please describe your own leadership challenge(s), especially in relation to your role as a leader.

Describe your leadership style and approach.

Why do you believe you have been designated as a leader within your organization?

Explain your objectives and goals as they relate to attending this program. Also describe what you think other program participants may learn from you (e.g., perspectives, skills, expertise).

Applicant Commitment

Participants must participate in all sessions of the program to receive the certification. The South Carolina Executive Institute encompasses six two-day sessions throughout the state over a seven-month period.

Session Dates/Location

Sept. 11-12, 2025/Columbia, SC

Oct. 9-10, 2025/Clemson, SC

Nov. 6-7, 2025/Columbia, SC

Jan. 8-9, 2026/Beaufort, SC

Feb. 19-20, 2026/Florence, SC

March 12-13, 2026/West Columbia, SC

I commit to:

- Fully participate in all components of the program.
- Attend all scheduled sessions.
- Actively engage in the learning process.
- Apply concepts and principles that are taught throughout the program.

Applicant's signature: _____ Date: _____

Please email this form and the required letter of recommendation from an agency or organizational leader by Tuesday, May 27, 2025, to hermenia.perkinsbrown@admin.sc.gov.

Please note, if you are the executive head of your organization, you are not required to submit a letter of recommendation.