

ELAM and ELH Duke Internal Selection Process 2024-2025 Fellowship Year

This document provides a timeline for the Duke ELAM/ELH selection process. There is an internal selection process that precedes the external ELAM/ELH application process.

The external process is outlined on the [ELAM/ELH](#) website.

August 2023

- Vice Dean for Faculty sends ELAM/ELH announcement to all School of Medicine faculty.

September 17, 2023

- Candidate's Letter of Intent (LOI) and CV due to Vice Dean for Faculty by 11:59pm.
- LOI content: The LOI should address why the candidate wishes to attend the ELAM/ELH fellowship. It should describe leadership aspirations as well as past leadership experiences. This should include any training (such as internal Duke leadership programs, AAMC Women in Medicine courses, Harvard Macy courses, courses offered through societies etc.), experience managing personnel and budgets, and evidence of strategic risk taking. It should discuss how the ELAM/ELH fellowship will help the candidate in her personal development, and a realistic assessment of likely internal and external leadership opportunities over the five years following the fellowship program.

The letter should indicate which program the applicant is applying for (ELAM/ELH) and whether they are willing to be an alternate for the other program if the committee deems it more appropriate.

As part of these programs, all fellows will be asked to do an institutional project. The letter should address potential project areas and how the project would be used to expand the candidate's leadership skills and benefit the institution. If you have already discussed a potential project area with your chair, please include information from that discussion in your letter of intent.

It may be helpful for candidates to [preview the application questions](#) and to incorporate some of their responses in the LOI.

The LOI should also affirm that the candidate understands that \$5,000, plus non-tuition costs (travel, lodging and meeting expenses) are the responsibility of the candidate and their department.

Lastly, the LOI should include any stated departmental support and outcomes from initial conversations with the applicant's department chair or other supervisor.

Letters of intent should be written with the ELAM/ELH selection criteria in mind ([ELAM](#), [ELH](#)).

Letters should be no more than 2 pages in length.

Late September-Early October, 2023

- Applications are forwarded to selection committee
- ELAM/ELH Selection Committee (Chaired by the Associate Dean for Faculty Development) reviews applications
- Candidates notified of their selection

- ELAM/ELH external application opens (October 1). Selected candidates review application requirements on ELAM/ELH website to ensure they understand the process and are aware of any updates.
- Selected candidates arrange a meeting with executive leadership to discuss project interests and goals for the fellowship year, as well as essential elements of the nomination letter (mentoring plan, institutional support).
- Selected candidates solicit two recommendation letters.
 - Applications depend critically on evidence that letter writers know the applicant and have talked to them about their development plan.

October-November

- The candidates complete an extensive application, **due December 1, 2023, midnight**. There are multiple essay questions, and the application is competitive, so candidates should plan on submitting essays for internal review by [program alumnae \(ELUMS\)](#).
- Candidates are responsible for submitting application essays and draft nomination letter to ELUMs no later than November 6, 2023. The Office for Faculty will pair candidates with ELUMs based on interests or pre-existing collaboration.
- Applicants submit draft elements of nomination letters to Dean or DUHS leadership and to the Office for Faculty.
- ELUMS will return comments no later than November 16, 2023.

December 1, 2023, midnight

- Candidates applications due to ELAM/ELH

December 15, 2023, midnight

- Executive leadership nomination letters due to ELAM/ELH.
- Recommendation letters due. Two (2) must be solicited by the candidate.

Early April, 2024

- Applicants notified by ELAM/ELH of acceptance decision.

June 2024

- ELAM and ELH programs begin