Breakthrough Models Incubator 2015
Guidance on Letters of Support

Each application must be accompanied by two letters of support, one from the president or chancellor and one from a faculty representative of the institution. Below we have provided some guidance on developing strong support letters for your team’s application. Suggested length for each letter is one page.

The President’s Letter

Launching a competency-based education (CBE) program is an ambitious venture. While the returns on investment may be very high, it requires a significant investment of human, technological, and financial resources. The president’s letter of support should indicate his/her:

● Assessment of how CBE can advance the institution, and
● Commitment of support for the endeavor, including a willingness to champion the initiative to the institution’s stakeholders (e.g., trustees, faculty, students).

The Faculty’s Letter

Successful technology-enabled competency-based education (CBE) programs involve significant effort by faculty, involving the definition of competencies, assessments, and even new roles. Faculty must be co-creators and supporters of CBE programs from the outset.

● The statement should indicate that faculty members are both aware of and supportive of exploring CBE.
● If you have chosen the degree sequence for your CBE program, securing the signatures of the departmental leadership and the faculty who will be called upon to help develop and implement CBE is a strong indicator of support.
● If you have not chosen the degree sequence you will develop, several signatures of department chairs indicating broad support among their faculty is helpful as well.
● Descriptions of your faculty’s experience with embracing and implementing new technologies, as well as evidence of partnership with administration to advance student success are also helpful.

Letters of support should be submitted with the application document. Completed forms must be received at nglc@educause.edu no later than 5:00 p.m. EST on February 4, 2015.