

Repealed June 1, 2013

SUBJECT FELLOWS PROGRAM	POLICY NUMBER 7.03	
POLICY MAINTENANCE ADMINISTRATOR: Chief Learning Officer		
PURPOSE/SCOPE: To identify, develop and train members who have potential for filling management positions within the Department		

I. AUTHORITY

[Chapter 110](#), Florida Statutes, State Employment

II. DEFINITIONS

- A. Applicant - Any department member who submits a completed application form for the Management Fellows or Leadership Fellows Program.
- B. Candidates - The Executive Director's final applicants from whom the Fellows are selected.
- C. Fellow - A member appointed to full participation in the Management or Leadership Fellows Program for up to 18 months.
- D. Fellow Advisor - The Division Director, Executive Leadership Team member, or other Senior Manager who agrees to be an advisor for an individual Fellow throughout the program.
- E. Fellows Coordinator - The individual designated by the Executive Director to coordinate the operation of the Fellows Programs.
- F. Professional Development Plan - A set of career and personal development goals set by each Fellow at the beginning of their term.
- G. Selection Committee - The Committee appointed by the Fellows Coordinator and approved by the Executive Director to review applications, interview applicants, and recommend candidates for the Program.
- H. Selection Committee Chairperson - The Fellows Coordinator who chairs the selection process.

Executive Director SIGNED ORIGINAL ON FILE	Effective Date 04/01/1986
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III. POLICY

The Management Fellows Program is intended to identify members with management potential and provide academic and professional training aimed at preparing them for broad-based administrative positions within the Department.

The Leadership Fellows Program provides continuing training, development and practical experience for Management Fellows graduates.

IV. ROLES AND RESPONSIBILITIES

A. Responsibilities of the Fellows Program Coordinator

1. Program Management - The Fellows Coordinator is responsible for developing, coordinating and reviewing the program, including monitoring the progress of Fellows in achieving their individual learning objectives.
2. Selection - The Fellows Selection Committee will be responsible for reviewing all applications, conducting all interviews, and recommending to the Executive Director the appointment of all Fellows. The Fellows Coordinator will convene a selection committee with representation from each division who will assist in the selection process.
3. Resources - Fellows will receive the resources and opportunities to support them in pursuing their learning objectives and related activities. Resources will include, but are not limited to, funds for training, travel, time away from regular duties and educational materials. Opportunities may include guidance, evaluation, and the opportunity to observe, work, and train in different offices within the Department.
4. Operating Budget - The Fellows Coordinator will assure that adequate funds are made available to cover all expenses incidental to completing requirements contained in the Fellows' professional development plan as approved by the Executive Director.

B. Program Participant Objectives

At the end of their term as Fellows, each participant will be able to:

1. Discuss the roles, responsibilities, and functions of the various work units within the Department;
2. Explain the roles, responsibilities, and function of planning and development within the Department, including policy development, program planning, technical assistance, monitoring, and quality assurance;
3. Describe statutory and regulatory control, fiscal constraints and budget administration, personnel concerns, service delivery demands, and

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- community involvement as it relates to management positions in the Department;
4. Describe group processes and dynamics;
 5. Exhibit personal and professional skills identified as necessary to achieve defined career goals;
 6. Describe basic management theory and its application to the Department;
- C. Program objectives will be met through a variety of placements, academic coursework, group projects and other training activities as outlined by the Fellows Coordinator.
- D. Fellows Advisor
1. The Advisor will supervise the Fellow's program activities by example, through general instruction, direction, counseling, and appraisal of accomplishments to identify and overcome deficiencies.
 2. The Advisor will assist the Fellow in developing, revising, and implementing the Fellow's professional development plan.
 3. The Advisor will serve for the duration of the Fellow's term and will be informed of the Fellow's progress by the Fellows Coordinator in the event that the participant is not making adequate progress in the program.

V. PROCEDURE

A. Program Eligibility

To be eligible for consideration in either Fellows Program, a department member must:

1. be employed by DHSMV for at least two years in a full-time, established position(s);
2. have held a supervisory position for at least one year;
3. have a minimum of two years (60 credit hours) of college experience;
4. have demonstrated high levels of managerial and leadership potential;
5. have received a rating of 3.0 or greater on the most recent performance evaluation.

To be eligible for the Leadership Fellows Program, a member must have successfully completed Management Fellows.

In rare circumstances, the selection committee may choose to waive one of the above requirements based upon recommendation by the applicant's Division Director or Executive Leadership representative and approved by the Fellows Coordinator. Applicants requesting to waive eligibility requirements should speak to the Fellows Coordinator prior to submitting application materials.

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B. Position Status of Fellows

1. While participating in the Program, Fellows continue in their present employment status and receive all salary rights, benefits, and privileges thereof.
2. At various intervals during the program, each Fellow may be excused from the regular duties of their position to attend training or travel to placement sites. Each Fellow is responsible for making appropriate arrangements with their supervisor to cover their regular work assignments or make up work upon return.
3. The term of a Fellow will be up to 18 months. An extension may be authorized by the Fellows Coordinator.

C. Commitment

The Fellow must commit to full participation on a part-time basis in the program for its duration; any exception must be jointly approved, in writing, by the Advisor and the Fellows Coordinator. Absences should be rare and occur only in the case of extreme circumstances.

D. Program Completion

1. Fellows must achieve the program performance standards established by the Department and are expected to exhibit a high level of appropriate, professional behavior during the course of participation.
2. At the conclusion of their term, Fellows will be consulted regarding recommendations for improving the program. All aspects of the program will be reviewed and analyzed in this debriefing process.
3. The benefits of the program are:
 - (a) Personal development in the areas of management, leadership and knowledge of the DHSMV;
 - (b) Exposure to management and executive level staff and the opportunity to network with those outside the individual's division;
 - (c) Each Fellow who completes the program in an exemplary manner will be nominated for an appropriate award through the DHSMV Awards Program;
 - (d) A graduation ceremony will be held for Fellows who successfully complete the program;
 - (e) Upon completion of the Fellows Program, appropriate documentation will be placed in the member's personnel file. This information will be considered in requests for promotion to managerial positions.

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- E. Termination of Program Participation
1. A Fellow who does not wish to complete the program must submit a letter of withdrawal to the Fellows Coordinator.
 2. Progress reviews will take place periodically by the Fellows Coordinator. Fellows may be removed from the program for failure to satisfactorily complete any project/placement or for misconduct affecting the program or the Department.