



Need Approval to Attend?

Copy-and-paste justification language for the 2026 HBCU Faculty Development Network Summer Institute

Leading from the Middle: Power, Influence, and Impact at HBCUs

Date July 29, 2026	Time 9 AM-12 PM CDT	Format Virtual	Registration \$250 per paid registrant
Guest Speaker Dr. Belle Wheelan	Focus Leadership from the middle	Payment Paid access only	Register hbcufdn.org/summer-institute
Audience Faculty, staff, administrators	Materials Live session, recording, handouts	Institutional Payment -Online payment -Invoice option available	Goal Practical strategies for action

How to use this guide

Copy the section that best matches your role or the person reviewing your request. The language is designed to help connect the Summer Institute to institutional priorities, student success, collaboration, leadership development, and mission alignment.

Campuses are encouraged to register 2-3 paid participants from different areas of campus so colleagues can return with a shared language for influence, collaboration, and action. Individual registration is also highly encouraged for those ready to invest in their personal professional development.

Payment note: Registration is confirmed only after payment is received. Institutions may request an invoice, but event access links and post-event materials will be sent only to paid registrants.

Universal copy-and-paste approval request

I am requesting approval to attend the HBCU Faculty Development Network Summer Institute, Leading from the Middle: Power, Influence, and Impact at HBCUs, on July 29, 2026. The event is virtual from 9 AM to 12 PM CDT, and the registration fee is \$250.

This professional development opportunity is directly aligned with the work of HBCU faculty, staff, program directors, coordinators, department chairs, student success leaders, and emerging leaders who help translate institutional priorities into daily action. Participation will strengthen my ability to lead through influence, build cross-campus collaboration, support student success, and align daily work with institutional goals.



I will return with practical strategies and resources that can be shared with colleagues and applied to our work at [Institution].

Faculty

Best for: Best for faculty members, faculty leaders, committee chairs, academic program contributors, and faculty seeking professional development support.

Copy-and-paste justification language

I am requesting approval to attend the HBCU Faculty Development Network Summer Institute, Leading from the Middle: Power, Influence, and Impact at HBCUs, on July 29, 2026. The virtual session is scheduled from 9 AM to 12 PM CDT, and the registration fee is \$250.

As a faculty member, I am often positioned to influence student success, departmental collaboration, curriculum conversations, committee work, and campus initiatives. This Institute will strengthen my ability to lead from the middle by building credibility, navigating institutional systems, and using relationships and expertise to move priorities forward.

The session aligns with our institution's mission by supporting stronger teaching, cross-campus collaboration, student-centered practice, and leadership capacity within academic units. I will return with practical strategies and handouts that can be shared with colleagues and applied to our work at [Institution].

Key value points

- Strengthens faculty leadership beyond formal titles.
- Supports student success through stronger collaboration and institutional alignment.
- Equips faculty to translate vision into practical departmental and campus action.

Staff and Campus Stakeholders

Best for: Best for staff leaders, coordinators, program managers, student support professionals, operational leaders, and campus stakeholders who influence work across units.

Copy-and-paste justification language

I am requesting approval to attend the HBCU Faculty Development Network Summer Institute, Leading from the Middle: Power, Influence, and Impact at HBCUs, on July 29, 2026. The session is virtual from 9 AM to 12 PM CDT, and the registration fee is \$250.

This Institute is directly relevant to staff and campus stakeholders who help carry institutional work across departments, programs, and student support functions. Participation will strengthen my ability to lead through influence, communicate across units, build trust, and contribute to initiatives that support student success and institutional effectiveness.



The learning can be applied immediately to our work at [Institution], especially in areas that require coordination, problem-solving, collaboration, and mission-centered service. I will return with practical tools and resources that can be shared with colleagues.

Key value points

- Builds leadership capacity among staff who coordinate daily institutional work.
- Improves cross-campus communication and collaboration.
- Supports stronger student services, operational alignment, and mission-centered practice.

Administrators

Best for: Best for department chairs, deans, associate deans, directors, assistant/associate provosts, faculty development leaders, and supervisors.

Copy-and-paste justification language

I am requesting approval to attend the HBCU Faculty Development Network Summer Institute, Leading from the Middle: Power, Influence, and Impact at HBCUs, on July 29, 2026. The event is virtual from 9 AM to 12 PM CDT, and the registration fee is \$250.

This Institute will strengthen my ability to develop and support faculty, staff, coordinators, program directors, and emerging leaders who help translate institutional vision into daily action. The focus on influence, informal leadership, collaboration, and institutional impact is directly aligned with the work of administrators who must move priorities forward across departments and divisions.

Participation will support stronger decision-making, leadership development, cross-campus collaboration, student success, and mission alignment at [Institution]. I will return with practical strategies that can inform supervision, program planning, faculty/staff development, and institutional effectiveness efforts.

Key value points

- Supports administrators responsible for developing people and advancing priorities.
- Strengthens collaborative leadership across departments and divisions.
- Connects leadership development to student success, institutional effectiveness, and strategic goals.

Institutional Sponsors

Best for: Best for provosts, deans, department chairs, Title III leaders, faculty development offices, student success offices, and decision-makers sponsoring paid participants.



Copy-and-paste justification language

I am writing to recommend that [Institution] sponsor participation in the HBCU Faculty Development Network Summer Institute, Leading from the Middle: Power, Influence, and Impact at HBCUs, on July 29, 2026. The Institute is virtual from 9 AM to 12 PM CDT, and registration is \$250 per paid registrant.

This professional development opportunity is designed for the faculty, staff, coordinators, program directors, department chairs, student success leaders, faculty development professionals, and emerging HBCU leaders who help move institutional priorities forward. Sponsoring participation supports leadership capacity at multiple levels of the institution, strengthens collaboration across units, and reinforces work connected to student success, institutional effectiveness, and mission-centered change.

For the greatest institutional value, [Institution] may consider sending 2-3 paid participants from different areas of campus so they return with a shared language for collaboration, influence, and action. Registration should be completed online, or an invoice may be requested so payment can be processed before the event.

Key value points

- Builds a shared leadership language across campus.
- Supports mission alignment, institutional effectiveness, and student success.
- Encourages meaningful campus participation while maintaining the \$250 registration value.

Short email templates

Faculty or staff request to supervisor

Subject: Request to attend HBCU FDN Summer Institute

Dear [Name],

I am requesting approval to attend the HBCU Faculty Development Network Summer Institute on July 29, 2026. The event is virtual from 9 AM to 12 PM CDT, and the registration fee is \$250.

The theme, Leading from the Middle: Power, Influence, and Impact at HBCUs, aligns with my work supporting institutional priorities, collaboration, student success, and mission-centered action. I will return with practical strategies and resources that can be shared with colleagues and applied to our work at [Institution].

Registration page: hbcufdn.org/summer-institute

Thank you for considering this request.



Decision-maker sponsorship note

Subject: Professional development opportunity for campus leaders

Dear [Name],

I recommend that [Institution] sponsor participation in the HBCU Faculty Development Network Summer Institute on July 29, 2026. The session is virtual from 9 AM to 12 PM CDT, and registration is \$250 per paid participant.

The Institute is designed for faculty, staff, program directors, coordinators, student success leaders, and emerging HBCU leaders who help translate institutional priorities into action. Sponsoring 2-3 paid participants would allow colleagues to return with a shared language for influence, collaboration, and institutional impact.

Registration page: hbcufdn.org/summer-institute

Invoice request note

Subject: Invoice request for HBCU FDN Summer Institute

Hello,

I would like to request an invoice for the HBCU Faculty Development Network Summer Institute on July 29, 2026.

Institution: [Institution]

Number of paid registrants: [Number]

Billing contact: [Name and Email]

Participant names/emails: [Names and Emails]

I understand that registration is confirmed only after payment is received and that event access links will be sent only to paid registrants.

Register online or request an invoice now so payment can be processed before the event.

hbcufdn.org/summer-institute

