



May 25, 2022

Ryan C. Hendrickson, Acting Dean
College of Health and Human Services
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

Dear Dean Ryan C. Hendrickson:

I am sending this letter to announce my interested and application for the open position of Interim Associate Dean of the College of Health and Human Services at Eastern Illinois University. Through my 35+ years of experiences in both academia and industry I have developed the essential administrative and operational leadership skills that are needed to support, enhance and continue the growth of the College of Human and Health Services experiences for both current and future students.

I believe that the Interim Associate Dean position is driven by three key beliefs. Those three beliefs focus on the development, enhancement, and motivation of the individual and the organization. I believe the Associate Dean must exert constant effort to encourage and motivate all members of the group to be innovators and contributors to the organization and those they serve. Secondly, the leader must be effective in all aspects of the organization from time management to human relations through fulfilling the responsibilities of their duties. Finally, the leader needs to be a pillar of integrity reflecting characteristics of honesty in all aspects of their life. Integrity must be the keystone to all leadership philosophy.

During the past 35+ years in academia and industry I have pursued and developed knowledge and skills in leadership, interpersonal communication, and teaching/instructional curriculum development. I believe in the need to work collaboratively to develop educational techniques, curriculum and instruction that build upon the strengths and weaknesses of the faculty, students, staff and educational institution.

Additionally, I believe in a classroom philosophy were individuals are guided, mentored and supported in developing skills in creative solutions, problem solving, and critical thinking. This is because the accomplishment of fulfilling both course and personal objectives will become the students' tools for meeting their long-term career goals. Students need to be taught much more than just one-dimensional rote solutions to classic problems. Rather they should be given the tools to analyze an issue, critically evaluate potential solutions, formulate an algorithm, and then communicate their ideas.

David Wayne Melton

May 25, 2022

Page 2

Developing critical thinking skills and techniques, and learning to work in a problem-solving environment, are essential characteristics in today's highly competitive global job market. I appreciate you reviewing my application and look forward to an interview. I can be contacted by phone at 217-508-5093 or by email at dwmelton@eiu.edu. Thank you for your time.

I appreciate the committee's review of my application and look forward to an interview to provide a more in-depth discussion of my ideas for leading and moving the Interim Associate Dean of the College of Human and Health Service at Eastern Illinois University in the coming years.

Sincerely,

A handwritten signature in black ink that reads "David Wayne Melton". The signature is written in a cursive, flowing style.

David Wayne Melton