

To: Candidate, Professional Growth & Review Process
From: Faculty Development Board
RE: Reflection & Five-Year Plan, 2009-2010

Patrick Ruff has invited you to participate in the FDB professional growth and review process, during which you will be asked to reflect upon your experience as a colleague and community member at St. Ignatius.

As you go through the process, please meet with and gather feedback from your immediate supervisor, the Director of Professional Development, the Assistant Principals (as appropriate to your role), and any other trusted colleagues. Consider and assess your contributions to the school, your various roles in the community, your professional and spiritual needs, as well as the challenges you have confronted and those that remain. All of this will serve as the foundation for developing a forward-looking five-year plan.

In collaboration with Paul Molinelli, supervisors, and colleagues, please create a five-year plan for continued growth and involvement in various areas of the school. Specifically, we ask you to provide a detailed plan of what you hope to accomplish in these areas over the next five years. Your plan should include goals that describe such activities as formal professional growth opportunities, work with students and colleagues, curriculum or program development, reading/writing projects, involvement in retreats or immersion trips, or other co-curricular activities. Paul can provide information on specific programs, conferences, resources, and other opportunities for professional development. He will also assist you in formulating and submitting a plan that effectively addresses each of the areas relevant to your roles at St. Ignatius.

Your reflection and plan are due *three weeks before our scheduled meeting*. Attached you will find copies of the “Step by Step Procedure for Professional Growth & Review Process” and “Areas & Questions to Address for Non-Tenure Staff.” These documents will help you develop your Reflection and Five-Year Plan and are also available at the Faculty Development Board webpage (http://www.siprep.org/prodev/faculty_development.cfm).

Over the summer months, Paul and I will begin scheduling meeting dates. We typically schedule FDB meetings on Mondays, but we can arrange to meet other days, if necessary. Please let us know in advance which months or time periods may not be good for you. If you are aware of any conflicting dates at this time, please let us know by email as soon as possible. If you have any questions whatsoever, do not hesitate to send them our way.

At the time of your meeting, the Board and your immediate supervisor will review with you your Reflection and Five-Year Plan, as well as your previous five-year plans (if applicable). After our meeting, the Director of Professional Development will submit a letter to the Principal on your behalf, summarizing the meeting and containing the Board’s commendations and recommendations.

It is our hope that this process will be one that strengthens you in your profession and sets a direction that is both affirming and exciting for you. Thank you for your thoughtful efforts in developing your Reflection and Five-Year Plan and for sharing them with us. We look forward to our meeting with you.

Sincerely,

Mike Silvestri

Chair, Faculty Development Board
May 2009