

## FACULTY DEVELOPMENT BOARD

# Step-by-Step Procedure for Professional Growth & Tenure Review Process

*The professional growth and tenure review process includes the following steps:*

### I. COMPOSING THE PROFESSIONAL GROWTH REFLECTION

- A. Please write a narrative reflection that sets the context of your professional life over the last four or five years. Feel free to include the most important or relevant aspects of your life—your greatest challenges and your most significant achievements—as they relate to your role as a member of the St. Ignatius community and your role(s) elsewhere in the broader community (e.g., family, civic, etc).
- B. Either integrated within or appended to your narrative reflection, write a self-assessment of your professional growth over the last five years. Refer to your professional growth reflections submitted annually with your EIT binder. *Please attach and submit these annual reflections with your completed Reflection & Plan.*

If tenured, assess your progress toward completing your most recent Five-Year Professional Growth Plan and addressing any previous recommendations made by the Faculty Development Board.

Consider using any of the following resources or tools, each available for download on the Faculty Development Board webpage ([http://www.siprep.org/prodev/faculty\\_development.cfm](http://www.siprep.org/prodev/faculty_development.cfm)):

- Professional Growth Rubric
- Professional Growth Self-Reflection Tool
- Areas and Questions To Be Addressed by the Faculty Development Board

### II. DEVELOPING THE FIVE-YEAR PROFESSIONAL GROWTH PLAN

- A. Begin developing a plan for your next five years at St. Ignatius. Consider taking the long view by choosing professional growth activities or service roles that will fulfill your professional life goals. Remember, this plan must include academic, co-curricular, and Campus Ministry goals with specific, measurable activities and time lines.
- B. Make an appointment with Paul Molinelli, Professional Development Director, *at least two months prior to your meeting*. His task is:

1. To assist with the development of your Reflection and Five-Year Plan so that it meets the expectations of the Faculty Development Board.
  2. To begin investigating and arranging resources that will enable you to carry out your professional development plan.
- C. Make appointments to meet with your department chair, Carole Nickolai, Donna Murphy, and Patrick Lynch (and/or any other supervisors, as appropriate) to discuss your plans in each of the three areas. While it is not essential that you have a complete draft at this time, please bring some preliminary reflections and plan ideas to these meetings. *It is advisable that you schedule these appointments well before submitting the final version of your Reflection & Five-Year Plan.*
- D. Draft your Reflection and Plan, and review it with Paul Molinelli. Revise and amend as appropriate.
- E. Submit your final draft of the Reflection & Plan *electronically* to Mike Silvestri, Chair of the Faculty Development Board, at least *three weeks prior to your scheduled meeting with the Board*. Mike will distribute copies of your Reflection and Five-Year Plan to the Faculty Development Board and to the Assistant Principals.

### **III. MEETING WITH THE FACULTY DEVELOPMENT BOARD AND FOLLOW-UP**

- Paul Molinelli and Mike Silvestri will schedule an after-school meeting time for you to sit with the Board. These meetings are typically held on a Monday, and they generally require your presence somewhere between 3:15 P.M. - 4:45 P.M. This meeting will last at least one hour and will result in a letter of commendations and recommendations to the Principal on your behalf.
- Upon receiving this letter, the Principal will write a letter responding to the Board's commendations and recommendations, and he will attach it to the Board's letter. The Principal will also inform you of his decision on your application for tenure.
- After receiving these letters, you can arrange to meet with Paul Molinelli so that he can answer any questions and/or assist you in addressing any of the Board's recommendations.

### **IV. ANNUAL REFLECTION ON YOUR PLAN**