

To: Tenure Candidate
From: Faculty Development Board
Re: Reflection & Five-Year Plan, 2009-2010

As a candidate for tenure at Saint Ignatius College Preparatory, you are invited to reflect upon your experience as a teacher, a colleague, and a community member over the last five years. Please meet with your department chair, administrators, and trusted colleagues to gather feedback as you go through the tenure application process. 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 the academic, co-curricular, and campus ministry 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 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 three areas.

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 & Tenure Review Process,” “Areas & Questions to Address for Tenure Candidates,” and the “Professional Growth Rubric and Tenure Guidelines.” These documents will help you develop your Reflection and Five-Year Plan. These and other related documents are 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 these meetings on Mondays, but we can arrange to meet other days, if necessary. Please let us know what months or time periods would 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 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 plan and for sharing them with us. We look forward to our meeting with you.

Sincerely,

Mike Silvestri

Chair, Faculty Development Board
May 2009