

The University of TN at Chattanooga
Portfolio/Application Checklist
M.Ed: School Leadership/Principal Licensure Concentration
Post Master's Certificate in School Leadership
Ed.S. School Leadership: Principal Licensure

(This checklist does not apply for applicants for the SLead/TeacherLeadership concentration. See <http://www.utc.edu/Academic/SchoolLeadership/index.php> for details)

Dear Interested Candidate,

In November 2008, the TN State Board of Education passed a comprehensive new rule on admission criteria for 'principal licensure programs' (Tennessee Learning Centered Leadership System Rule 5.101). UTC faculty have worked diligently with our partner districts to both honor this policy and to make the application process reasonable for candidates. Please review and follow this checklist closely; we hope it will both simplify the application process for you and allow us a complete picture of your qualifications as we consider you for admission. Don't let its length scare you away: most of what you need to do is in the first 2 pages! ☺

1. You must first apply to the Graduate School.

- **If you are a candidate for the M.Ed. program in School Leadership/Principal Licensure concentration**, you must complete and submit the Graduate School Application, submit it and the fee, and have copies of all undergraduate and graduate transcripts sent to the Graduate School (attention Mark Fairchild).
- **If you are a candidate for the Post Master's Certificate Program**, you must have completed a graduate degree in education from an accredited university, complete and submit the Graduate School Application, have copies of all undergraduate and graduate transcripts sent to the Graduate School (attention Mark Fairchild). If your graduate degree was from UTC, that process can be abbreviated: contact Mark-fairchild@utc.edu for details.

2. You then need to complete a portfolio to be considered for admission to any of the principal licensure programs:

All portfolio documents should be submitted at one time, in a standard file folder, with the candidate's name on every document. It should be submitted in its entirety to the Graduate Studies Office in 103 Pfeiffer. It is due no later than **July 15**, in order to be considered for admission for fall 2010. This portfolio will not be returned to the candidate.

1. Cover sheet with the following information:

Your name
UTC ID (if you have one)
Program for which you are applying:
 M.Ed: School Leadership/Principal Licensure or
 Post Master's Certificate in School Leadership
 Ed.S. in School Leadership: Principal Licensure
Email address
Phone number (best place to leave a message)
Current place of employment and position
Best time to interview*

*An interview will be required. To make it as easy as possible for our candidates, we will hold all interviews at the Hamilton County Department of Education offices on Bonny Oaks and Hickory Valley Drive. What time of day would you be available for an interview in mid July 2010? Please put that information on your cover sheet.

2. State Board of Education rule now states that candidates for principal preparation programs have **verification of a teaching license and a minimum of three (3) successful years teaching experience.** There is a form to verify such experience as part of this document (p. 3). Please have your immediate supervisor complete the form and include it in the portfolio. Please attach a photo-copy of your teaching license.

The State requirements for the portfolio also include the following:

3. **A complete copy of your most recent performance evaluation (teacher observation/evaluation)**
 - If your most recent performance appraisal is the ‘comprehensive performance evaluation’ from the TN “Framework”, please make a copy of the entire document and include it in the portfolio.
 - If your most recent performance appraisal is from TN but not the comprehensive assessment, please make a copy of that entire document and include it in the portfolio. –
 - Please also go to <http://state.tn.us/education/frameval/>, complete the 2 documents listed below and include them in your portfolio.
 - If your most recent performance evaluation is NOT from the TN Framework,
 - please submit the one you have from the system in which you worked.
 - please also go to <http://state.tn.us/education/frameval/> and complete the following documents and include them in your portfolio.

Educator Information Record--Comprehensive Assessment	eir.pdf	eir.doc
Future Growth Plan--Comprehensive Assessment	fgp.pdf	fgp.doc

4. **Please write a one-page statement of your career goals.** Be sure to address the following: Why are you interested in a principal licensure program? What are your hopes and dreams as a potential school administrator? What do you hope to learn as a result of this program?
5. **Please submit two (2) reference forms/letters of recommendation (see this document, p. 4. You may wish to send this form digitally to the individuals who will be completing them.).** One of these must be from your current supervisor. The other may be from anyone who is able to speak to your potential as a school leader. One of the letters must affirm that the individual will serve as a liaison/contact person with UTC.
 - Please be sure to sign the recommendation form indicating that you waive your right to review the recommendation.
 - You can give your references hard copy, or
 - you can send digital copies of page #4-5-6 to the persons serving as your references.
 - The address/fax numbers needed are on pages 4 and 6.

Order of items for portfolio

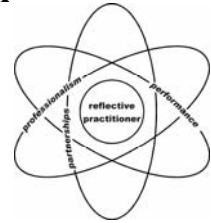
1. Cover sheet with the required information
2. Verification of teaching license and experience/copy of license
3. Performance appraisal and associated documents
4. Statement of career goals
5. Two (2) letters of recommendation/reference (These must be submitted confidentially. See p. 4)

Please note!

- ◇ **Completed portfolios are due no later than July 15 to the Graduate Studies Office, 103 Pfeiffer Hall, UTC.**
- ◇ **Please submit all materials at one time in a standard file folder**
- ◇ **Portfolios will not be returned**
- ◇ **You can expect to be contacted regarding an interview shortly after July 15.**
- ◇ **Classes for fall 2010 begin August 23**

**School Leadership Programs
The University of Tennessee at Chattanooga**

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Post Master’s Certificate in School Leadership**



Form A: Verification of Teaching License/Experience

Candidate’s Name: _____

The purpose of this form is to verify that the above individual has the following qualifications necessary to apply for admission to one of the School Leadership/Principal Licensure program(s) at UTC.

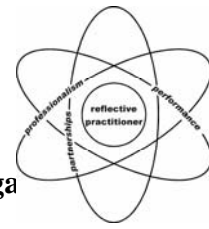
- This individual is in possession of a valid teaching certificate. This certificate does not have to be from the state of Tennessee.**
 - **Please attach a photo copy of certificate**
- This individual has three or more successful* years teaching experience. This experience does not have to be in the state of Tennessee.**
 - * A ‘successful’ year of teaching would be defined as one where the performance review rated the teacher as ‘exemplary’, ‘satisfactory’, or ‘needs improvement’ at a level reasonable for a teacher with that amount of experience. A “U” rating would not be considered satisfactory.

Name of person completing this form: _____

Title: _____

Date: _____

Signature: _____



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Form B: Recommendation/Reference Form

Candidate's name: _____

☀ **Candidate's waiver of right to review this form:** _____

Date: _____

In November 2008, the TN State Board of Education passed a comprehensive new rule on admission criteria for 'principal licensure programs' (Tennessee Learning Centered Leadership System Rule 5.101). Included in the admission requirements are specific evidence pieces that must be submitted. Principals, directors and assistant superintendents on our advisory council suggested that in addition to documents that the candidate submits, persons writing references could confirm that they have seen this evidence in practice.

Please complete the following, adding comments where you wish. The recommendation form will remain confidential. You may either

- place it in a sealed and signed envelope and give it to the candidate
- fax it to Vicki Petzko at 425-5443,
- email it to Vicki-petzko@utc.edu (ask the candidate for a digital copy of the form, **highlighting** or **underlining your answers**)
- mail it to Dr. Vicki Petzko, UTC, 615 McCallie Mail Code 2242, Chattanooga 37403

All application materials are due no later than June 16.

Your name:

Position:

Relationship to the candidate:

- supervisor**
- other (please describe)**

Please assess the candidate according to the following state-required criteria. Add comments as you wish.

- 1) This candidate has demonstrated the ability to improve student achievement in his/her classroom
 - a) At a level which is above average for teachers in his/her peer group
 - b) At a level which is average for teachers in his/her peer group
 - c) At a level which is below average for teachers in his/her peer group
 - d) Unable to comment: Please explain

Additional comments:

- 2) This candidate has demonstrated the ability to work with and coach other teachers to improve student achievement in their classrooms
- a) At a level which is above average for teachers in his/her peer group
 - b) At a level which is average for teachers in his/her peer group
 - c) At a level which is below average for teachers in his/her peer group
 - d) Unable to comment: Please explain

Additional comments:

- 3) This candidate has demonstrated the ability to collaborate and build relationships with students, colleagues, superiors, and parents
- a) Yes, all 4 at a level which is above average for teachers in his/her peer group
 - b) Yes, all 4 at a level which is average for teachers in his/her peer group
 - c) The candidate is less than effective (needs improvement) with one or more of the groups listed. Please indicate (you may select more than one if appropriate)
 - i) students
 - ii) colleagues
 - iii) superiors
 - iv) parents
 - d) Unable to comment: Please explain

Additional comments:

- 4) This candidate has demonstrated effective oral and written communication skills (you may select more than one if appropriate)
- a) Yes, both, at a level which is above average for teachers in his/her peer group
 - b) Yes, both, a level which is average for teachers in his/her peer group
 - c) Oral communication skills are below average
 - d) Written communication skills are below average
 - e) Both oral and written communication skills are below average

Additional comments:

- 5) This candidate has demonstrated potential to be an effective building-level leader.
- a) At a level which is above average for teachers in his/her peer group
 - b) At a level which is average for teachers in his/her peer group
 - c) At a level which is below average for teachers in his/her peer group
 - d) Unable to comment: Please explain

Additional comments:

6) Overall recommendation

- a) I strongly recommend this individual for a principal licensure preparation program (minimal or no reservations)
- b) I recommend this individual for a principal licensure preparation program with some reservation, especially those indicated in # _____ above or as follows:
- c) I have serious reservations regarding this individuals potential for success in principal licensure preparation program or as a school leader
- d) Please call me at _____

Additional comments:

Please submit confidentially.

You may

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