



WCI FACULTY HIRING & DISMISSAL POLICY

Faculty Hiring Procedure

It is the task of Program Directors to hire faculty to teach the courses in their respective programs.

Criteria for WCI Faculty:

- Must have taught at least one cycle in the grades or EC programs or have taught the subject matter/WCI course content for several years.
- Must be in good standing with their own school or institute
- Must have demonstrated skills in teaching adults or be willing to be mentored
- Must be able to work independently and in collaboration with other faculty

Process for hire:

- When searching for new faculty, Program Directors will consult with each other / other institute program directors / their own core faculty/ and/ or pedagogical directors of other Waldorf schools.
- Program Directors will interview candidates either in person or virtually.
- Program Directors make the decision to hire based on above criteria.

Once the decision to hire is made, the Program Director informs the Administrative Director and sends the needed contact information.

The Administrative Director creates and updates all faculty personnel files prior to each session. The Program Directors inform the Administrative Director of the faculty and number of hours each instructor will teach in each session. Prior to each session, the Administrative Director writes “letters of engagement” to all faculty detailing number of hours and total remuneration.

Faculty Dismissal Procedure

Dismissal of Faculty: It is the task of the Program Directors to ensure that the faculty are fulfilling their role in an engaging and appropriate manner.

To support this:

- Program Directors annually visit the classes being taught and compile an ‘Instructor Review’ report which is shared with each faculty member.
- Students submit a ‘Faculty Feedback’ form to the Program Director for each course at every session.
- The Program Directors review the Faculty Feedback forms and share them with each individual faculty member.

If concerns arise as a result of information from any of the above processes, the following procedure is put in action:

Step 1

After reviewing the documents above the Program Director puts together a clearly written statement of concern. The Program Director meets with the faculty member to share and present the concern and a plan of action is mutually agreed upon with a timeline. The Program Director ensures that the plan for change has been successfully implemented within the timeline. The initial meeting may be augmented by additional personnel when their particular expertise is deemed helpful by either the Program Director or the faculty member.

Step 2

In the event that the above has not been fully successful, a new plan of action is mutually agreed upon with a timeline.

Step 3

If the faculty member is unable to enter into a plan of action or fulfill an agreed upon plan, the faculty will be replaced if in session, and/or not be re-engaged.

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