

Instructions for Choosing Selection Panels

Every department, interdisciplinary team, or unit in the school shall elect no more than four (4) teachers, one of whom shall be a lead teacher, if any, to serve with the principal or designee, as the selection panel.

Consider teachers' availability when selection panel members.

- Between April 7 and May 12, the panel will interview and select applicants from Round 1.
- Between June 5 and June 23, the panel will interview and select applicants from Round 2.
- Those serving on the selection panel should be available to interview candidates beyond the school day during these time periods.

After July 3, if your department, interdisciplinary team, or unit still has vacancies remaining, the selection panel must be available to interview remaining surplus teachers, if any, and new hires,

- If selections need to be made during the summer recess, the principal or designee will make good faith efforts to contact all panel members. However, in order for the selection process to be valid, at least two panel members must be available.
- A department, interdisciplinary team, or unit may select substitute or alternate members for the panel in the event some panel members are unavailable.

Please return this form to the principal and a copy to the CFT Office, after completing the reverse side (above) with the names of the panel members, prior to round one (1) of the transfer process.

NOTE: Department, interdisciplinary team, or unit shall include any primary or intermediate unit, special education, vocational education or other subject area department, or interdisciplinary team.

When selecting elementary PAM teachers, the panel shall include at least one member from each unit being served.