

Provo City School District Policy Series 5000: Personnel



5400 P11

Employee Leave: Clinical Faculty Associate

An approved Clinical Faculty Associate (CFA) is on leave from Provo City School District (PCSD) for a period of up to two years. The individual remains an employee of PCSD but works under the direction of both a district supervisor and the Brigham Young University college representative. Because the CFA will return to PCSD at the conclusion of their BYU experience, CFAs may be asked to participate in professional development associated with PCSD.

On occasion, a CFA may be considered for one additional year's worth of service. Both the school district and BYU must agree to this arrangement.

Advertising

The college seeking a CFA will contact the Center for the Improvement of Teacher Education and Schooling (CITES) prior to the end of January of the preceding school year and indicate their desire to advertise for an opening. The CITES director will then work with PCSD to announce and advertise the opening through the Human Resource Department. The position will be open to any qualified teacher who specializes in the specific content area. Applicants must recognize the requirement to keep the BYU Honor Code and other university-based requirements while they are associated with the university.

Interview Protocol

The college representative will work with district representatives, recommended by the Governing Board or designees, to schedule paper screenings and interviews. The college representative will serve as the chair of the screening group(s).

Selection

Once the decision has been made, the college representative will notify the CITES director of the person selected. The CITES director will then send a letter to the superintendent indicating the request for the candidate to serve as a CFA. The superintendent will follow district procedures to approve the selection and to make arrangements for the teacher to be notified. Any additional district requirements will also be provided.

Adopted: May 10, 2016