Selection, Promotion and Placement Process

for School Based Principals and Vice-Principals

# Timelines for 2016-2017 School Year

# REVISED

**Principal Volunteer Recruitment:**

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| **Date/Time** | **Details** |
| Monday, September 26, 2016 | Request for Principal volunteers for interviewing |
| Friday, October 7, 2016 | Principal volunteer responses due |

**Fall 2016 Cycle – Transfer and Placement Process:**

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| **Date/Time** | **Details** |
| Monday, September 26, 2016 | **Posting of Transfer Request materials** tocurrent principals and vice-principals interested in a transfer for January/Semester 2 |
| Friday, October 7, 2016  (12:00 noon) | **Deadline for Transfer Requests and Promotion materials submission** |
| Tuesday, November 1, 2016 | Transfer and Placement materials prepared |
| Thursday, November 3, 2016  Thursday, November 10, 2016  Thursday, November 17, 2016  Thursday, November 24, 2016 (pm only)  Thursday, December 1, 2016\*  Thursday, December 8, 2016  Thursday, December 15, 2016 (pm only) | **Transfer and Placement Meetings**  5050 Yonge  – Boardroom and Committee Room A  (or Committee Room B as noted)  \*1 Civic Centre-Boardroom and Trustees Lounge |

**Spring 2017 Cycle – The Pre-Interview Process:**

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| **Date/Time** | **Details** |
| Monday, November 21, 2016 | Posting of Notice of Intent to Apply |
| Friday, December 2, 2016 | Deadline for Submission of Notice of Intent to Apply |
| Tuesday, December 6, 2016  (4:30 pm) | **Information Session for Candidates**  York Mills CI, Cafeteria  490 York Mills Road |
| Wednesday, January 11, 2017  (9:00 am – 11:00 am OR 1:00 pm – 3:00 pm) | **Resume Validation Training for**  **Principal Volunteers**  17 Fairmeadow Avenue, Gymnasium |
| Friday, January 13, 2017  (12:00 noon) | Candidate Application package submission  deadline (including Written Reference statement from external applicants) |
| Monday, January 16 to  Monday, January 30, 2017 | Resume Validation and Reference Check process |
| Monday, January 30, 2017  (12:00 noon) | Joint Recommendation forms and Resume Summative Reports sent to Employee Services from Superintendents |
| Tuesday, January 31, 2017 | Confirm candidate Resume/Reference results with SOE’s |
| Wednesday, February 1, 2017 | Candidates informed of Resume/Reference results by SOE’s |

**Spring 2017 Cycle – The Interview Process:**

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| --- | --- |
| **Date/Time** | **Details** |
| Tuesday, February 7, 2017  (9:00 am – 11:00 am OR 1:00 pm – 3:00 pm) | **Interview Training for**  **Principal Volunteers**  17 Fairmeadow Avenue, Gymnasium |
| Wednesday, February 15, 2017  (4:30 pm – 6:30 pm) | **Interview PD for Candidates**  York Mills CI, Titan Hall  490 York Mills Road |
| Thursday, February 23, 2017  Tuesday, March 7, 2017 – revised  Thursday, March 9, 2017 – revised | **Interview Dates:**  1 Civic Centre Court  (Superintendents and Principal Volunteers will need to reserve all these days) |
| Friday, March 10, 2017 – revised | Candidates informed of interview results |

**Spring 2017 Cycle – Transfer and Placement Process:**

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| **Date/Time** | **Details** |
| Monday, January 9, 2017 | **Posting of Transfer Request materials** tocurrent principals and vice-principals interested in a transfer for Spring 2017 Cycle. |
| Friday, January 20, 2017  (12:00 noon) | **Deadline for Transfer Requests and Promotion materials submission** |
| Tuesday, March 21, 2017 – revised  (4:30 pm) | **Meeting for all candidates on the Promotion Lists** (both the new additions and those remaining on the lists)  Northview Heights SS, Cafeteria  550 Finch Avenue West |
| Friday, March 24, 2017 – revised  (12:00 noon) | Promotion materials from new candidates due |
| Tuesday, April 18, 2017 | Transfer and Placement materials prepared |
| Thursday, April 20, 2017  Thursday, April 27, 2017  Thursday, May 4, 2017  Thursday, May 11, 2017  Thursday, May 18, 2017  Thursday, May 25, 2017  Thursday, June 1, 2017  Thursday, June 8, 2017  Thursday, June 15, 2017  Thursday, June 22, 2017 | **Transfer and Placement Meetings**  5050 Yonge  – Boardroom and Committee Room A  (or Committee Room B as noted) |