

# Vice-Principal to Principal Promotion Process Critical Steps for 2023-2024

## 1. Submission of Notice of Intent with required signatures as follows:

- Your Superintendent of Education/their Administrative Liaison and your immediate supervisor
- Employee Services:
  - A copy by email to [PVP\\_Process@tdsb.on.ca](mailto:PVP_Process@tdsb.on.ca); OR
  - By fax to 416-397-3484.

## 2. Submission of Candidate Application Package as follows:

- Your Superintendent of Education/their Administrative Liaison and your immediate supervisor
- Employee Services:  
in MS Word or PDF to [PVP\\_Process@tdsb.on.ca](mailto:PVP_Process@tdsb.on.ca)

A complete package includes:

- Application Form for Principal Applicants
- Referee Form for Principal Applicants (including written reference statement from external applicants)
- Vice-Principal to Principal resume (using Resume Template)
- Equity Survey (optional)
- Copy of your College of Teachers' Certificate of Qualification

## 3. Resume Review and Principal/Superintendent Joint Recommendation Process

Learning Centre Confirmation Process

Determination of "Ready" or "Not Ready"

- The Superintendent submits the Principal/Supervisory Officer Joint Reference Form (Appendix G) to the Employee Services Administrator

## 4. Notification of Applicants by the Superintendent after review of results by Employee Services

## 5. Principal Dialogue: Vice-Principal to Principal (for those successfully completing the Resume Review and Principal/Superintendent Recommendation Process)

## 6. Addition to the Principal List for those successful

Notes:

- i. Candidates may initiate this process at any time in the school year.
- ii. For those candidates not successful at any stage in the process, their Superintendent of Education will provide feedback. Such candidates will be eligible to enter the process again at least four (4) months after the last stage in which they participated.