



## GIML Faculty Intern Process

- 1) Before being nominated for a GIML faculty internship, one must hold the highest level of GIML professional development offered for the track in which he/she will be nominated. Those being nominated to intern in Piano should have completed both Piano Level 1 AND either Elementary General Level 1 or Early Childhood Level 1.
- 2) Prospect is nominated by a GIML faculty member. This faculty member writes a letter of recommendation for the candidate and advises him/her in securing a second faculty member to write an additional recommendation letter. Both letters should address the following:
  - a. How long and in what capacity have you known the nominee?
  - b. Why/how do you believe the nominee would make a good faculty member?
  - c. Based on your personal interactions, what do you believe are the nominee's strengths and weaknesses?

The nominating faculty members should submit their letters of recommendation to the education commission chair *at least one week prior to the fall faculty teleconference*. The education chair will forward the letters to the faculty with the teleconference agenda.
- 3) The GIML faculty will discuss the nominee at the fall faculty teleconference, during which the nominating faculty member(s) can share additional insight. Faculty will vote on whether the nominee should be invited to apply to intern.
- 4) Following the faculty teleconference, the education chair will notify the nominee of the faculty's decision. If the faculty decides the nominee should be invited to apply to intern, the education chair will provide the nominee with an application packet. The nominee must submit application materials to the education chair *by February 1*.
- 5) The education chair will share all application materials, including links to videos, with the GIML faculty. Faculty will view the materials and then complete an online evaluation (via surveymonkey or google docs), in which they will vote on whether the applicant should be invited to intern. This evaluation should be completed *by March 15*. The results of this evaluation may be shared with the nominee as feedback for areas of focus/improvement during the internship (or should the nominee wish to apply again in the future).
- 6) The education chair will notify the nominee of the faculty's decision *by April 1*. If the nominee is invited to intern, the education chair also will provide him/her with a copy of the intern handbook.
- 7) Following the internship, all evaluations will be made available for faculty review after which a decision will be to accept, not accept, or conditionally accept intern as faculty member. Intern must satisfactorily complete both Theory and Practical Application portions of the internship in order to join faculty; if one is not completed satisfactorily, the intern may repeat an internship in that segment of the course in order to solidify/strengthen lacking skills, knowledge, etc. Intern will be notified of faculty decision after Fall Faculty Meeting.
- 8) Questions: email Heather Kirby (Education Chair): [heatherkirbymusic@gmail.com](mailto:heatherkirbymusic@gmail.com)