



International Faculty Program

For Teachers, Coaches, Facilitators and Presenters on behalf of Sweet Adelines International

Mission Statement:

In support of the mission and policies of Sweet Adelines International, the members of the International Faculty Program commit to furthering the educational priorities of the organization, and to passionately deliver relevant information in consistent and effective ways, to teach and inspire others, and to be lifelong learners.

This handbook provides an overview of the International Faculty Program (IFP) and details the responsibilities and expectations of faculty members. It also outlines the steps to take if you are interested in becoming a new applicant or if you are a returning member of the International Faculty.

OVERVIEW

Sweet Adelines International's Faculty Program is designed to advance the organization's mission and goals by ensuring that highly trained instructors are prepared to deliver internationally-sponsored and supported educational events. These events include international educational seminars, regional management team (RMT) training, and Young Women In Harmony (YWIH) festivals. International Faculty members' training and expertise are also utilized in regional educational events and by chorus and quartet ensembles for specialized performance coaching. In addition, International Faculty members often represent the International organization as clinicians in educational events hosted by other professional organizations.

The International Faculty is comprised of members of Sweet Adelines International who have demonstrated outstanding skills and the ability to teach in the areas of music, vocal performance, visual performance, leadership development and/or organizational management. Many faculty members are also accomplished coaches, and while there is an element of teaching in coaching, it is expected that members who are accepted into the International Faculty program will not coach exclusively but conduct classes and teach prepared material, as well.

LEVELS OF FACULTY

The International Faculty Program consists of three levels: Faculty, Master Faculty and Faculty Emerita. Responsibilities, terms, benefits and other information for each level are described below.

✓ **FACULTY:**

○ Responsibilities and expectations of each Faculty Member:

- Delivers solid, relevant, passionate and inspirational content with strong presentation skills

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- Exhibits well-developed communications skills and interpersonal skills
 - Demonstrates ongoing teaching and/or coaching experience with multiple subjects in a variety of regions, in and outside of her own region
 - Is willing to accept international assignments and requests, e.g., submitting articles for international publications, developing classes and writing scripts
 - Completes and turns in evaluations of other faculty, as requested by other Faculty Members
 - Teaches for no fee at international events upon invitation, e.g., international seminars, and internationally sponsored In-Region Training
 - Is proficient with technology used in training, such as PowerPoint and distance learning tools, e.g., podcasts, vodcasts, webinars, and webcasts
 - Is able to adapt others' scripts to the needs of her learners
 - Expands her areas of expertise and develops skills as needed through organizational and professional development opportunities
 - Serves as a positive ambassador of the organization and supports its policies and procedures
 - Meets established deadlines
 - Keeps her online faculty profile and class descriptions current; updates faculty resumé online at least once a year
 - Regularly seeks feedback and secures evaluations of her teaching/coaching skills
 - Receives a minimum of 2 positive written evaluations of your coaching/teaching from two different events for each year of the cycle. While more may be submitted, the requirement is six evaluations - different events, different years.
 - At the conclusion of each year of the Faculty cycle, April 30th of each year, submit a Faculty Report of Activity, which shows where Faculty member has been during the year; teaching and/or coaching. Form provided under Forms and Documents. During the third year, if reinstatement is desired, this form will be submitted with the International Faculty Reinstatement form.
 - Identifies and shares names of brilliant teachers she encounters who could be strong candidates for the IFP
 - Trains regional faculty as requested
- Term:
The appointment of IFP members is for three years and the three-year IFP life-cycle begins on May 1.
- Pins:
All Faculty Members will receive an International Faculty pin to wear. Long-time members of the program, who achieved the certified level in the former iteration of this program, may continue to wear their Certified International Faculty pin.
- ✓ **MASTER FACULTY:**
- Responsibilities and expectations of Master Faculty:
 - Parties interested in applying for the Master Level may submit an application, at any time, to the EDC Liaison for the International Faculty.

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- Master Faculty are widely acknowledged as experts in their field; they have a wealth of subject matter knowledge and organizational experience and highly-developed teaching skills
- They have the same responsibilities and expectations of Faculty
- In addition, they train International Faculty when the opportunity arises

○ Advancement to Master Faculty

Parties interested in applying for Master Level may submit an application, at any time, to the EDC Liaison for the International Faculty. Master Faculty status is granted by the Education Direction Committee (EDC). To be eligible for consideration, the candidate must have:

- Fulfilled the responsibilities and expectations for being a member of the IFP
- Served as a member of the IFP for a minimum of 10 consecutive years (this includes years served at the Certified Faculty level in the previous iteration of the IFP)

To apply for advancement, the Faculty member must:

- Submit a request in writing to the EDC Liaison to International Faculty or EDC Chair to be considered for advancement
- Submit documentation of 10 teaching/coaching/educational sessions within the last three years. These sessions must be outside of the applicant's own chorus but may be within or outside of her region. Two of the 10 activities must have been international assignments and could include articles, vodcasts or podcasts. Although it is not necessary to demonstrate the ability to teach musical, visual and administrative content, showcasing a range of expertise would enhance an application for Master Faculty.
- Submit an approved project of international scope, e.g., an online course, an educational DVD, or a series of published articles of which the final project will belong to the organization for use at its discretion

○ Term:

Master Faculty members enjoy an unlimited term subject to their meeting the Expectations and Responsibilities of Master Faculty as outlined above.

○ Expectation:

While a Master Faculty is not required to turn in written evaluations, it will be required to submit the Faculty Report of Activity, showing where the Faculty Member has been during the year; coaching and/or teaching. The form is provided and is due at HQ by April 30th of each year.

Benefits to active Faculty and Master Faculty program members include partial funding for skill enhancement opportunities, increased visibility and exposure in the organization, enhanced credibility within the barbershop community, opportunities to network with other skilled Faculty, and VIP seating for one at International Convention.

✓ ***FACULTY EMERITA:***

○ Requirements for appointment to Faculty Emerita:

Emeritus status is an honor bestowed upon an individual who is retired from the program. It is based upon the individual's quality of work, length of service, extent of participation, and personal considerations. It may be conferred upon a faculty member directly by the

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International Board of Directors or the EDC may recommend emeritus status to the Board when a faculty member resigns or voluntarily decreases her involvement in the program. Upon retirement, Master Faculty members will be considered for Faculty Emerita status by the EDC.

- Benefits:
Faculty Emerita may continue to wear their faculty pin and are entitled to VIP seating for one at International Convention.
- Funding and Teaching Assignments:
Faculty Emerita receive no international funding for training and no international teaching assignments.
- Term:
Faculty Emerita members enjoy an unlimited term.

EVALUATION OF FACULTY MEMBERS

Faculty Members are required to ensure that at least two evaluations of their work are received at International Headquarters annually, of which at least one must be for class teaching and not pure coaching and that each evaluation should be from two separate classes or events. Faculty members are encouraged to hand out the International Faculty Evaluation Forms to participants as well as to Regional Education Coordinators/Directors who have observed them in teaching or coaching situations in order to provide ample feedback for the annual IFP evaluation. While we realize it may be difficult for other IF members to attend your classes, we encourage you to always ask an attending IF member to fill out the form that is specific for Faculty to Faculty.

Notices will be sent on occasion reminding IFP members to obtain evaluations but the burden of responsibility rests with the Faculty member. All evaluations from the first year of the three-year term are due to headquarters no later than July 31st of the second year; evaluations from teaching assignments during the second year are due by July 31st of the third year.

The evaluation of IFP members by the EDC Liaison to International Faculty takes place as follows in every three-year cycle:

- In year one, no evaluation is conducted. However, the EDC Liaison to International Faculty will communicate with new Faculty members throughout the year, providing feedback and answering questions.
- In year two, no formal evaluation is conducted. However, the EDC Liaison to International Faculty will communicate with all Faculty members, providing feedback and answering questions.
- In year three, a review will be conducted using the (minimum) six evaluations that have been provided during the three-year-cycle and the 3 Faculty Report of Activity forms submitted at the end of each year (April 30). This is viewed as an opportunity to share valuable feedback and acknowledge the Faculty member's work based on the evaluations and activity reports received.

If there are areas of concern with a Faculty member, they may be addressed at any time during the cycle.

PROGRAM ADMINISTRATION

The EDC oversees the administration of the IFP. The EDC Liaison to International Faculty and/or her task force is assigned to perform the following: select, evaluate, and recommend advancement of members within the program; assist in developing faculty education; review faculty assignment recommendations for all internationally-sponsored educational seminars; monitor policies and procedures; and create long-range plans. The Liaison and/or task force make recommendations to the EDC, which is responsible for final decisions regarding this program.

APPLYING / RE-APPLYING FOR THE PROGRAM

The three-year IFP cycle begins on May 1. Every third year, applications to the program are accepted. An open invitation to apply is sent out to the general membership near the start of the third year. In addition, anyone who has previously expressed interest in the IFP or has been recommended for the program by a current IFP member or Regional Education Coordinator/Director will be notified directly about the window of opportunity to apply. The application packet is due at headquarters by October 15th.

Members who are interested in applying for the IFP are sent:

- ✓ a copy of the handbook
- ✓ an application form
- ✓ a timeline for application
- ✓ a request for four references, two of which must be current members of the IFP

Each applicant, not already in the IFP, is required to pay a \$100 application fee.

Current IFP members will be sent information related to re-application during the third year of the IFP cycle. The EDC Liaison to International Faculty and a task force assigned by the EDC assesses members who apply for re-appointment by completing the application documents provided by the organization. It's critical that IFP members seeking re-appointment have the requisite number of annual evaluations on file at headquarters as these are an important factor in the task force's assessment. The \$100 application fee is waived for IFP members seeking re-appointment, and their deadline for submitting materials to headquarters is October 15th.

KEY ACTION STEPS FOR FACULTY

At the start of the three-year cycle, new Faculty members will be invited to an orientation conference call with the EDC Liaison to International Faculty and Education Coordinator of Sweet Adelines International. The call will help set expectations, provide guidance and answer questions.

New and returning members of the IFP should take the steps on the following page as they begin and work through their term:

- ✓ Ensure their resumé, photo, areas of expertise, course descriptions and contact information are updated online by July of year one and by September of years two and three. The level of detail provided in the course descriptions is up to each Faculty member and can range from a class title only to a robust outline of the class with class length and other details.

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- ✓ If needed, brush up on the latest training technology and presentation tools.
- ✓ Be proactive in seeking out teaching assignments. Faculty members are encouraged to promote themselves and develop visibility in the organization.
- ✓ Seek opportunities to contribute educational material to the organization. Contact the Education Department (education@sweetadelines.com) and volunteer to write or share existing material for the Education Center, an educational newsletter (e.g., Forward Motion, International Beat, Spark, etc.), a vodcast, a webinar, an e-learning tool or The Pitch Pipe. The Education Department is always looking for rich and fresh content and will welcome your ideas.
- ✓ Be prepared with a fee schedule and contract for services. While Faculty members contribute or teach for no fee for internationally-sponsored activities, they set their own fees and terms of engagement for all other activities.
- ✓ Regularly review and refresh their course material to ensure it is up-to-date.
- ✓ Make copies of the International Faculty Evaluation Forms to carry with them to teaching assignments and hand out to class participants. Two forms can be found in the [Document Center of the Sweet Adelines International website](#) – a General Evaluation Form and a Faculty to Faculty Form to be completed by other IF members. Alternatively, you can refer evaluators to fill out the electronic forms online and submit them directly to headquarters.
- ✓ Review completed evaluations that are handed back to them before forwarding the forms to headquarters; embrace helpful feedback for continuous improvement.
- ✓ Proudly wear their International Faculty pin at all regional and international events.
- ✓ As the year progresses, ensure they have the minimum number of annual evaluations on file. Faculty members may contact headquarters at education@sweetadelines.com to check on the number of evaluations submitted, as well as request copies of any evaluations in their files.
- ✓ Through the Faculty database, become familiar with topics taught by fellow Faculty members; this could be helpful if asked for a referral on another topic or if backup support is needed.
- ✓ Be current and conversant about organizational priorities and hot topics.
- ✓ Seize opportunities to sharpen teaching skills, deepen subject matter expertise and expand curriculum to fill educational gaps and new needs as musical, organizational and technological landscapes evolve. When it's available, take advantage of the International Faculty Development Stipend. (Details about this educational stipend can be found in the password-protected Faculty Only area of the organizational website.)

Volunteer Code of Conduct

Sweet Adelines International (SA) is a worldwide women's singing organization committed to advancing the musical art form of barbershop harmony through opportunities in education, performance and competition.

As a leader of Sweet Adelines International, you represent Sweet Adelines International organization to our members and outside world. Your conduct should exemplify professionalism, integrity and respect at all times.

A leader in the organization should pledge to uphold the standards set below.

1. To demonstrate respect for Sweet Adelines International organization, members and headquarters staff.

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2. To avoid disparaging talk that might damage the reputation of Sweet Adelines International, SA members and SA headquarters staff.
3. To project loyalty to Sweet Adelines International.
4. To conduct yourself in a professional manner as an extension of the Sweet Adelines International brand and image.
5. To display integrity as an ambassador of Sweet Adelines International.
6. To maintain confidentiality of all proprietary and privileged information to which you are exposed while serving as a volunteer.
7. To appreciate and support other SA volunteers and HQ staff for their contributions, talents, efforts and dignity.
8. To be courteous and respectful of other volunteers'/members' opinions.
9. To adhere to the rules and guidelines of Sweet Adelines International, including those defined in the organization's bylaws, handbooks and guiding rules.

Thank you for the gifts of your time and talents as a leader of this organization. Your efforts as an ambassador of Sweet Adelines International are priceless as we strive to Harmonize the World.

For any questions about the International Faculty Program, contact:

Education Director
Sweet Adelines International
HQ Toll Free: 800-992-SING