ADMINISTRATOR AGREEMENT FORM

Teacher Induction Program | California State University, Fullerton

Applicants must obtain administrator approval and agreement to cooperate with their participation in the Program. More information on these requirements is available online: extension.fullerton.edu/teacher-induction

When completed, please return this form to Denelle Pankratz at dpankratz@fullerton.edu

Participating Teacher Information

Continuing Student   New Candidate

Name

Email

Phone Number

Year of Participation in the Teacher Induction Program
e.g., 2018-2019

Participating Teacher Assignment While Enrolled in the Teacher Induction Program

Total Periods/Hours of Assignment

School

District

Hire Date

Contract Length

Number of Students

Subject(s) and Grade level(s) for Each Class Assigned

Administrator Cooperation and Verification

Please have your administrator review the following areas where cooperation is required from him/her. Your administrator must sign below to indicate agreement with all items:

- I confirm that the participating teacher listed above is/will be employed as the TEACHER OF RECORD for the teaching assignment above for at least 25% time and teach a minimum of 10 students for the duration of their participation in the Teacher Induction Program. (Substitute teachers are not eligible for this program.)

- I agree to update the Teacher Induction Coordinator of any changes in the employment status of the participating teacher.

- I agree to select and identify a mentor for the participating teacher based on CTC and TIP criteria, as well as district/agency procedures and policies. (This will be done via our Mentor Agreement form.)

- I will ensure that the mentor selected will be provided sufficient time to fulfill mentor responsibilities (per CTC requirements, approximately one hour per week for the 12-week CSUF semesters).

Administrator Name

Administrator Email

Administrator Signature

*It is the responsibility of the TIP participating teacher to notify the TIP Coordinator and submit a revised Administrator Agreement form if at any point the information provided above changes (i.e.; job, assignment, administrator, etc.) while they are participating in the Teacher Induction Program.

*Questions about this form or the Teacher Induction Program should be addresses to the Program Coordinator, Dr. Victoria Costa: vcosta@fullerton.edu.

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FULLERTON