



Spirit of the Midwest Region #5 Faculty Development and Improvement Program

Introduction

Region 5 leadership is committed to supporting the education of all members through coaching, teaching, and other educational activities provided in part by the Regional Faculty. Our goal is to provide consistently strong, high-quality teaching skills from our Regional Faculty to every member. To that end, we have developed the Regional Faculty Program and will continue to create on-going training and support to enhance the knowledge, instructional techniques, and presentation skills of our Faculty.

Faculty Purpose

- Provide an infrastructure for education to all members of Region 5
- Develop and use the skills of talented teachers and coaches in Region 5
- Provide opportunities for interested members of Region 5 to become members of the Regional Faculty

Region 5's Faculty Program is the responsibility of the **Regional Education Coordinator**, who appoints the Education Steering Committee for this program.

The **Regional Education Coordinator** serves on the Regional Management Team (RMT) and is appointed by Sweet Adelines International for a 2-year term. She is responsible for all matters pertaining to the educational needs of the members of Region 5. With the Education Steering Committee, she performs the following tasks:

- Develops long-range and short-range plans for education programs to serve the needs of all Region 5 members
- Oversees and monitors all education programs
- Provides for effective education with the development of a Regional Faculty Program

Types of Faculty

Regional Faculty Members are musical, visual, and administrative leaders with demonstrated skills and experience in teaching, coaching, and/or facilitating topics relevant to Sweet Adelines. Often these skills are gained at the chorus level, in other regions, or even in other areas of professional or personal life.

It is not expected that all Regional Faculty enter the program with a high level of experience. We accept and train eager learners with minimal experience who are willing to commit to the program and meet the expectations.



There are five specialized and two general areas:

- **Vocal Specialists:** Leaders who are vocal production specialists and may be music or voice teachers or have done extensive coaching with this specialty. The sound, expression, and music categories are the focus of these Faculty members.
- **Performance Specialists:** Trained in producing the highest level of visual product, these Faculty members specialize in the Visual Communication category.
- **Leadership/Administrative Specialists:** These leaders are experts in the areas that fall under the management team, such as goal setting, long-range planning, marketing, membership, finance or fundraising, among others. They have years of serving on chorus, regional or international management teams.
- **PVI Program Specialists:** Mainly responsible for teaching, training, and implementing PVIs to members of the region. Can be called upon for other coaching.
- **Music Specialists:** Will consult and participate in the arranging program for the region.

Master Faculty Members are trained to teach all areas of vocal, visual, and administrative. They may have stronger skill sets in one of the three areas, but their experience and background provide them with the expertise to teach all areas.

Adjunct Faculty Members could be international Faculty members but in general, they are available for occasional assistance due to travel or other commitments. They are accessible to the team for major events or when time permits and are invited to become Adjunct Faculty by the Faculty Specialists or Regional Education Coordinator.

Faculty status is either **Active** or **Inactive**.

An **Active** Faculty member consistently fulfills her/his responsibilities and serves whenever asked, if possible. An Active Faculty member is considered **inactive** if:

- She/He is unavailable to perform a Regional Faculty duty when asked, at three (3) consecutive Regional events. This could be teaching, coaching, PVI's, etc.
- She/He has not met the expectations for ongoing training and development for the past two (2) years.

In addition, an Active Faculty member may be placed on inactive status if she/he has received negative evaluation feedback on a consistent basis.

Inactive Faculty members who want to become active again must develop a plan with the **Regional Education Coordinator** to begin their level of participation and/or training up to the standards within one (1) year. Failure to do so may cause the Faculty member to be removed from the program.



Faculty members may also be considered inactive if they need to take a leave of absence from teaching duties for personal reasons. In such cases, they should notify the **Regional Education Coordinator** as soon as possible and give an expected date of return to active status if possible.

Faculty Expectations

Faculty needs to understand and demonstrate proficiency in their Faculty type:

- Current vocal production techniques
- Visual performance techniques
- Strong administrative execution
- Music theory and arranging music in the barbershop style

In addition, Faculty needs to:

- Meet the needs of those they teach or coach in an honest and positive way
- Demonstrate professionalism, poise, and confidence in their presentations
- Support the policies of Sweet Adelines International and Region 5
- Appear well groomed and dressed appropriately as a regional leader
- Communicate clearly, effectively, and with care for all levels of learners
- Meet deadlines for reporting and feedback and respond promptly to requests for information
- Understand and follow the policies for reimbursement of expenses according to the regional policies
- Maintain confidentiality and respect in dealing with all members of the organization
- Attend Regional Faculty training regularly to improve skills
- Continue her/his own individual education. Opportunities include:
 - Attending as many SAI educational events as possible (IES, competitions, etc.)
 - Completing the Director Certification Program (DCP)
 - Participating in the International Judging Program (IJP)
 - Participating in the International Arranger Certification Program (ACP)
 - Attending educational events hosted by other groups or individuals (the Barbershop Harmony Society, Primarily A Cappella, etc.)
 - Ability to handle software needed to teach or coach, or get the training needed to learn
- Serve as volunteer teacher at regionally sponsored education events at the request of the **Regional Education Coordinator**. In this capacity, they are expected to:
 - Develop and maintain class outlines and/or scripts and other materials needed to teach effectively
 - Understand they may not be used at every education event if the overall education plan for the Region does not require their skill set for that event



- Accept and implement constructive feedback from their peers and from class attendees
- Observe other classes to continuously improve their teaching skills
- Serve as faculty for International Funded Visits as requested by chapters and approved by **Regional Education Coordinator**

Becoming a Member of the Regional Faculty

Regional Faculty members must be either Sweet Adelines in good standing within Region 5, or male director of Region 5 choruses in good standing, who have demonstrated teaching skills in a regional setting.

International Faculty in Region 5 are automatically included in the Regional Faculty Program as Adjunct Faculty members and do not need to apply but can choose to decline.

Becoming a member of the Regional Faculty is a process that typically takes about 30 days. To apply for the Regional Faculty, please follow the steps outlined here:

- Complete the online application form
- Provide two (2) references on the form and the topics most interested in teaching

Links to the online application forms are located on the Regional website. Contact the **Regional Education Coordinator** at reg5educoord@gmail.com if you have any questions.

Those accepted as Regional Faculty are notified by the **Regional Education Coordinator**.

Those not accepted will receive feedback about their application and what steps they can take to improve their chances of becoming a Regional Faculty member. They may reapply after one (1) year.

Beginning Faculty Members

If you are accepted as a member of the Regional Faculty, but you don't have a lot of experience either as a teacher or a coach, be assured you will receive guidance from the **Regional Education Coordinator**, in the form of (but not limited to):

- Guidance in developing classes that fit within stated areas of interest and expertise
- Observation and feedback on classes by members of the Education Steering Committee and other as requested by the **Regional Education Coordinator**
- Expectations that you attend classes given by others as learning experiences

Continuing on the Regional Faculty

The Faculty Review Committee will review each Faculty member's performance on an ad hoc basis, at a minimum of once every two (2) years. Faculty evaluations will be based on feedback obtained through evaluation forms (for both coaching and teaching assignments) and fulfillment of expectations and responsibilities.



Evaluations

Evaluation forms will be provided to the attendees and in some instances, for faculty evaluation. All evaluation forms should be returned to the **Regional Education Coordinator** or her designee. Content of the forms will be shared with the Regional Faculty member and the **Regional Education Coordinator** and will be retained for reference.

Any Faculty member receiving negative comments should follow up with the **Regional Education Coordinator** to determine a plan for improvement. Consistent negative assessments over time may cause a Regional Faculty member to be placed on inactive status requiring a plan for improvement in the areas noted.

The **Regional Education Coordinator** will use the Faculty Evaluation Forms along with other reports from observers to provide feedback to faculty members every two (2) years.

Reporting

Faculty members are asked to send a short report to the **Regional Education Coordinator** after each regionally sponsored education events in which they serve as Regional Faculty.

The reporting requirement can also be met by sending an email.

Examples:

- After a goal-setting session with a chorus at the request of the Regional Management Team (RMT) or the Chapter through the Preparing for Excellent Performance Program a Regional Faculty member completes a report detailing where the chorus started from, any issues or problems that were discussed, the goal-setting process used, and a summary of results and next steps.
- Regional Faculty members who teach choruses on their own, not at the request or expense of the Region, are not required to file reports.

Training

While some of our Regional Faculty members have many years of experience, the art and science of vocal and visual performance in the barbershop style is constantly evolving. Faculty members are expected to keep up-to-date with the latest trends and techniques.

Additionally, training on best instructional strategies is expected to help our Faculty continue to develop their instructional skills.

Ongoing training is a requirement for remaining on the Regional Faculty.

We expect our Faculty to lead the way in embracing a lifelong love of learning, and to refresh their skills with at least one classroom or coaching observation each year.



As started in the Faculty Expectations, Faculty members may also take advantage of non-Region 5 training to meet the requirements for ongoing training. This training could take any of these forms:

- Seminars offered by other Sweet Adelines regions
- Seminars offered by Sweet Adelines International
- Seminars offered by the Barbershop Harmony Society
- Seminars on Teaching Techniques or Learning Strategies, Goal Setting, Psychology of Performance, or use of technology for instructional purposes
- Workshops offered by other singing or performing organizations
- Online training in music theory
- Reading books on teaching, coaching, motivation, music, etc.

Any outside training should be documented with a report or email to the **Regional Education Coordinator** at the earliest possible opportunity. Faculty may be asked to make a presentation to the other Regional Faculty members at the next Regional Faculty training session, describing what they learned in these outside training events.

Independent Teaching

Regional Faculty members can market themselves within Region 5 to obtain additional teaching work. Faculty members may set their own fees or may donate their services.

Region 5's policy is to refrain from promoting one faculty member's skills and availability over another's in all media. Faculty members are responsible for self-promotion and fee negotiations.

Faculty Funding

Funding and reimbursement for some Faculty expenses may be available for Active Regional Faculty as outlined in Region's Standing Rules. If you have questions about the program or need additional information, contact the **Regional Education Coordinator** at reg5edcoord@gmail.com.

Teaching at Regional Events

- Complimentary Registration
- \$25 per each one-hour class

International Funded Visits to Chartered Chapters

- Travel expense at the Sweet Adelines reimbursement rate per mile plus toll charges when driving own vehicle. Paid by Sweet Adelines International.
- One day Standard Per Diem rate (\$35). Paid by the Region.

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