



THE COLLEGE OF NEW JERSEY
SCHOOL OF EDUCATION

Professors in Residence Program

A Partnership with the
Professional Development School Network and
The College of New Jersey | School of Education



Summary

The Professor in Residence (PIR) program, as part of the Professional Development School Network model, is a research-based initiative that benefits practicing teachers, preservice teachers, and the P-12 students in their classrooms.

A faculty member of the TCNJ School of education will spend one day a week at a PDSN school(s) to provide support to teachers and administrators, facilitate professional development, and engage in activities to improve student learning. The faculty member receives support from and works with TCNJ's Support for Teacher Education Programs (STEP) Office, the school administrative team, and school-based liaison to ensure the program goals are achieved.

Professors in Residence are actively involved in

- Development and implementation of professional development goals
- Coaching and supporting teachers and administrators
- Shared inquiry with teachers and administrators to improve student learning
- Evaluating the successes, challenges, and progress of their residency
- Demonstrating the benefits of research based professional development
- Supervising TCNJ student teachers and supporting cooperating teachers
- Leading In Service Professional Development Activities

Professors in Residence Role

The PIR may be a full-time faculty member whose role as a liaison is calculated into their load or overload or an adjunct who works closely with full-time College faculty. Any faculty or other educator hired as a PIR will be committed to a shared partnership between the school and the College and adhere to the following expectations:

As a PIR, it is expected that the following roles will be in effect:

- Active involvement in the development of the school's professional development goals
- Supporting the school in achieving at least one of these goals
- Teaching TCNJ classes in the school, if applicable
- Supporting teachers and administrators as needed by modeling best practice
- Strengthening the partnership between the school and TCNJ
- Actively engaging in completing the end-of-year reflection summary, re-application and any other evaluations
- Communicating and collaborating with the administrators, college supervisors, school-based liaison, and STEP Office to solidify the partnership
- Serving as a broker between the school and college as needs arise that are not within the realm of expertise of the liaison
- Support dissemination of practical and scholarly information within the local, state, and national PDS networks

Administrator Role

The school's administrative team works with TCNJ's STEP Office to identify a PIR that can offer support in meeting specific professional development goals. The administrator's role includes:

- Hold regular meetings (at least one per quarter) to communicate and collaborate with the PDS team including the Liaison, the PIR, and any others that take part in the work
- Oversee the development of professional development goals
- Develop joint scholarly activity projects with college and school faculty when possible and practical
- Communicate regularly about PDSN activities with the whole school through emails or newsletters
- Work with the PIR to enhance the experience of TCNJ teacher candidates in the school
- Conduct mock interviews for teacher candidates and advise them on the hiring process
- Host visitors from other universities as requested by TCNJ
- Place additional TCNJ students in practicum settings for coursework
- Serve as needed on search committees and accreditation work for TCNJ's School of Education
- Actively engage in completing the end-of-year reflection summary, re-application and any other evaluations

School Based Liaison Role

The School Based Liaison may be a vice principal or teacher leader who is interested in working with the PIR and teacher candidates. Their roles and responsibilities include:

- Communicate and collaborate with school administrators, the PDSN director, and the PIR to solidify the partnership
- Train and acclimate teacher candidates to the school
- Serve as on-site contact for needs of teacher candidates
- Assist administration in recruiting cooperating teachers and placing teacher candidates
- Arrange for mock interviews with administration
- Work closely with the college supervisors and/or PIR to ensure success for teacher candidates and cooperating teachers
- Be actively involved in the development of professional development goals
- Develop joint scholarly activity projects with college and school faculty when possible and practical
- Host visitors from other universities as requested by TCNJ
- Place additional TCNJ students in observation settings
- Serve as needed on search committees and accreditation work for TCNJ's School of Education
- Actively engage in completing the end-of-year reflection summary, re-application and any other evaluations
- May also supervise teacher candidates during Clinical II (student teaching) if feasible

Cost for District:

\$10,000.00 for one TCNJ Academic Year

Contact

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Sample Agreement

THIS AGREEMENT (“Agreement”) is made as of July 1, 2022 by and between The College of New Jersey (“TCNJ”), a higher education institution and an agency of the State of New Jersey, acting by and through its School of Education, and XXX (“District”).

WITNESSETH:

WHEREAS, the parties desire to designate YY as a Professional Development Schools Network Focus School (“PDSN Focus School”) of the TCNJ School of Education Professional Development School Network (“PDSN”); and

WHEREAS, in recognition of the PDSN Focus School’s membership in the PDSN, the parties desire to jointly support specified activities at the PDSN Focus School in accordance with the terms and conditions set forth herein;

NOW, THEREFORE, in consideration of the mutual promises contained herein and intending to be legally bound, the parties agree as follows:

1. **Term.** This Agreement shall be effective as of July 1, 2022, and shall remain in full force and effect until June 30, 2023, unless earlier terminated by either party in accordance with the provisions of Paragraph 2 herein.
2. **Termination.** This Agreement may be terminated by either party effective as of June 30 of any year upon thirty (30) days advance written notice.
3. **Duties and Responsibilities.** During the term of this Agreement, the parties agree to the following duties and responsibilities:
 - (a) The PDSN Focus School and TCNJ will jointly select two TCNJ-based Professors in Residence (“PIRs”) and a PDSN Focus School-based liaison to coordinate PDSN professional development activities. The School-based liaison will be the principal or principal designee who collaborates with the PIRs in guiding PDSN Focus School initiatives. The School-based liaison will also arrange space for the PIRs and arrange logistics for any PD activities or PLC times. PD activities will be based on the YY Plan.
 - (b) The PIRs will work with the PDSN Focus School no less than one half day per week. The PIRs’ role is to assist the PDSN Focus School with PD activities – specifically, co-planning and co-facilitating PLCs, co-planning and co-facilitating building-based PD, and regularly visiting classrooms to support a small group (6-8) of teachers through informal, non-evaluative modeling and coaching. PIRs’ work with teachers will be confidential and non-evaluative.
 - (c) The PDSN Focus School will provide a dedicated physical space within the PDSN Focus School for use by the TCNJ PIRs.
 - (e) TCNJ will provide priority consideration for PDSN Focus School faculty to participate in paid student teaching experiences and grant-funded initiatives at TCNJ.
 - (f) TCNJ will provide a limited number of free registrations (as determined by TCNJ) for PDSN Focus School faculty to attend on-campus professional development events.
 - (g) The PDSN Focus School and TCNJ will jointly complete a self-evaluation using Council for the Accreditation of Educator Preparation PDSN Standards.

4. **Financial Contribution**

During the year of this Agreement, the XXX School District agrees to remit to TCNJ the sum of Ten Thousand Dollars (\$10,000.00) per PIR to cover personnel services.

5. **Miscellaneous.**

(a) TCNJ shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of the College, its employees, agents, or contractors, in the performance of its obligations under this Agreement.

The District shall be responsible for, and shall at its own expense, defend itself against any and all suits, claims, losses, demands or damages of whatsoever kind or nature, arising out of or in connection with any act or omission of the District, the PDSN Focus School, and its respective trustees, officers, employees, agents, or contractors, in the performance of its obligations under this Agreement.

(b) This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior understandings, oral or written, regarding such matters. This Agreement may only be amended or modified by the mutual written consent of the parties.

(c) This Agreement shall be governed by and construed in accordance with the laws of the State of New Jersey, and the laws of the State of New Jersey shall govern the validity, performance, and enforcement of this Agreement.

(d) No waiver by the parties hereto to any default or breach of any covenant, term or condition of the Agreement shall be deemed to be a waiver of any other default or breach of the same or any other covenant, term or condition contained herein.

(e) The TCNJ PIRs shall be required to submit appropriate documentation per District policy for individuals working in the PDSN Focus School for an extended period of time. In addition, the TCNJ PIRs shall be required to complete State-mandated training (e.g., anti-bullying training) by the State-required deadlines. This training shall be completed through online modules provided by the District at no cost to the PIRs or TCNJ.

(f) Notices required under this Agreement shall be in writing.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement on the dates below written:

The College of New Jersey	The College of New Jersey
By: _____ Dean School of Education	By: _____ Provost and Senior Vice President for Academic Affairs

Date:	Date:
XXX Board of Education	
By: _____ Superintendent of Schools	
Date:	