

Application Review Policies

Eligibility Criteria (based on CTI's theory of change: teachers make a difference, particularly teachers who engage deeply with the subjects they teach)

- 1) **Applicant must teach students fulltime in a CMS school.**
- 2) **Applicant must plan to continue teaching in CMS.**
- 3) **Applicant must commit to full CTI participation as defined by the requirements in the Application, including attendance at all seminars and completion of the Curriculum Unit.**
- 4) **Applicant must teach courses that relate closely to the seminar topic.**
- 5) **Applicant must demonstrate the ability to write a meaningful and coherent Curriculum Unit.**
- 6) **Applicant's proposed Curriculum Unit must align with district standards and school plans so it may be taught in a sustained way.**
- 7) **Application must be approved by the applicant's school principal.**
- 8) **Application must be submitted on time.**

Additional Considerations

- **CTI concentrates on Classroom Teachers -- teachers who spend most of their day teaching students.**
- **CTI concentrates on teachers of Core Subjects (English, Social Studies, Math, Sciences, Languages, the Arts).**
- **CTI works to craft a cohesive and diverse seminar cohort.**
- **CTI looks for teachers who demonstrate professionalism and a willingness to participate as a leader in forming and sustaining the institute.**

The Way We Work

- **Confidentiality**
- **Consensus, respect for different views**
- **Impartiality and fairness**

The CTI Admissions Committee reviews each application essay* with these criteria in mind:

- **The curriculum unit essay is well written.**
- **The curriculum unit essay is directly related to the courses the applicant teaches.**
- **The curriculum unit essay relates to the seminar as described by the seminar leader.**
- **The curriculum unit essay demonstrates a clear plan to develop a curriculum unit.**
- **The curriculum unit essay demonstrates creativity and originality.**

CTI Seminar Application Essay Questions

*** A descriptive essay is required for each seminar you apply to.**

Provide a concise, descriptive provisional title for each curriculum unit you plan to develop in order to teach materials from this seminar in your own classroom. Each seminar application essay (no fewer than 250 and no more than 500 words) should address both of the following topics: (A) How the seminar to which you are applying will increase your preparation for courses or curricular areas you are assigned to teach; and (B) How the curriculum unit you plan to write will assist you in teaching the seminar subject in your own classroom.

Other essay questions included on the general CTI seminar application (you only need to enter these essays once on the general application):

- Please describe (in two to three sentences) your professional plans for the foreseeable future, including how long you intend to continue teaching in Charlotte-Mecklenburg Schools.
- List professional development activities you have participated in during the past three years. Provide a one or two sentence description, the duration of the professional development activity, and the name of the sponsoring organization.
- Please describe one of the most challenging situations that you faced in your career. In your response, be sure to address the nature of the challenging situation, how you handled yourself, what happened, and what you learned. Please limit your response to 400 words.