

Guidelines/Procedures for Unit Proposals

All unit proposals will be signed by the appropriate administrator using the Unit Proposal Approval Form. **If the unit proposal comes from the negotiated proposals in the red folder, the principal will sign** the Unit Proposal Approval Form with the unit description. If an individual, or team of content area teachers, writes a proposal (not listed in the red folder) the following administrators will sign the form:

- Elementary: The Instructional Coordinator designated in your building will sign the form
- Middle School: The Instructional Coordinator designated in your building will sign the form
- High School: The Instructional Coordinator designated in your building will sign the form

Professional development proposals from a school or IMC: The Director of Instruction will sign the approval form.

Mentoring proposals: The Mentoring Coordinator will sign the proposals form.

Student Services: The Student Services Coordinator will sign the approval form.

Special Education: The Student Services Coordinator will sign the approval form.

The Unit Proposal Approval Form will be submitted by all employees working on units and the appropriate administrator will review the form. When an individual, a team, or a school writes a proposal, it must be written on the Unit Proposal Approval Form. Teachers are encouraged to use the Checklist/Guide form. The Checklist/Guide form is available to assist the individual(s) in including all the components necessary to the proposal. The Checklist/Guide form may be submitted with the proposal. This checklist will be used by the administrator in the approval process and will be returned with feedback so that if a proposal is not accepted, the author can resubmit a proposal to include the elements noted on the returned Checklist/Guide Form.

Upon completion of the approved unit plan, a copy of the initial unit proposal and the product/artifacts should be submitted to the respective administrator. Upon completion of the units, the respective administrator will verify units earned by signing the Final Record of Units Earned for Advancement on the Salary Schedule Form. **Teachers are responsible for maintaining all forms and recordkeeping.**

Questions and appeals of instructional unit proposals will go to the Director of Instruction.

Questions and appeals of student services proposals should be sent to the Director of Student Services.