**Attachment 6: Review Teams**

Given the importance of this initiative and the deep expertise required to accurately review instructional materials, educators nominated for the review teams will participate in a rigorous three-stage selection process.



 **October 2018 October - November 2018 December 2018**

**Not all nominees will be selected to serve on the review teams.** Reviewers will be selected based on their content and grade level expertise. LEAs should [nominate](https://tea.co1.qualtrics.com/jfe/form/SV_008MFoHBu1vH80t) educators who possess the following characteristics:

* Deep content knowledge and experience with English language arts and reading (ELAR), including an understanding of the TEKS in ELAR
* Proven track record of achieving ambitious results with students
* Passion for increasing educator capacity to seek, develop, and demand the highest quality instructional materials
* Commitment to ensuring Texas students have access to high-quality instructional materials.
* Ability to participate in both in-person and virtual conferences and collaborate with fellow reviewers as often as weekly during the review cycle
* Have received no monetary or non-monetary benefits (within the past seven years) from education technology providers or products and/or curriculum developers or publishers, including authoring or co-authoring a textbook currently on the market

**Review Team Roles**

Reviewers will apply to a reviewer pool and be placed in review teams based on expertise in the content being reviewed. Review teams will be comprised of five educators, including one Team Lead (who also serves as a Reviewer) and four Reviewers. The team will work collectively to produce written instructional materials ratings and reports.

* **The Team Lead** (1 per review team) is a facilitator who leads virtual working sessions to ensure the team collects, scores, synthesizes, and reaches consensus on the evidence for each indicator of the review process. The Team Lead also serves as a Reviewer.
* **The Reviewers** (4 per review team) are responsible for collecting evidence for assigned indicators, scoring assigned indicators, participating in virtual working sessions with their team, and working towards consensus.

**Time Commitment**

The ELAR 3-5 and 6-8 review teams are expected to complete at least one (1) review between January 2019 and June 2019. TEA will do its best to accommodate the busy schedules of educators. Team Leads and Reviewers will commit to:

* Team Meetings: 1 hour weekly (*Virtual*)
* Individual review of materials: Approximately 6-9 hours weekly (Team leads will work an additional 2-3 hours per week to manage their review teams)
* Attend a three-day training in early January (*In-Person, Location: Austin*). Note that attendance is required, and travel will be paid. TEA will also provide funding for substitute coverage for classroom teachers.
* Attend a second three-day training in May (dates and location to be determined). Note that attendance is required, and travel will be paid. TEA may also provide funding for substitute coverage for classroom teachers, subject to grant approval and the ability of funding.

**Compensation**

Reviewers will earn CPE credit for attending the IMQE training. Upon successfully completing the six-month review process, reviewers will receive a stipend of at least $1,250 per program reviewed. In some instances, a review team may be asked to review changes to a set of materials that have been updated by a publisher. In these instances, reviewers will receive a pro-rated stipend based on size of request.

**Application**

Reviewer nomination forms will be reviewed on a rolling basis. **LEAs applying for the IMQE pilot are encouraged to submit their** [**reviewer nomination form**](https://tea.co1.qualtrics.com/jfe/form/SV_008MFoHBu1vH80t) **as soon as possible, but no later than Monday, October 22, 2018.**

To access the reviewer nomination form, click on the following link: <https://tea.co1.qualtrics.com/jfe/form/SV_008MFoHBu1vH80t>

Educators who are nominated by LEAs applying for the IMQE pilot will be asked to complete a brief initial application. These reviewer applications will be considered and advanced on a rolling basis. After the initial application screening, review team candidates invited to continue in the selection process will complete a performance exercise related to the work of a reviewer. Review team finalists will then be asked to participate in a final phone/video interview.