DEVELOPING A NEW SUPERINTENDENT PREPARATION PROGRAM

The program proposal format is to be used by institutions submitting a new program proposal to the State Educator Preparation and Licensure Board.

Document Structure:

The proposal must follow the order of the required program proposal format, including a cover page with the contact information of the program proposal preparer and a table of contents. All pages should be numbered consecutively and the proposal component and associated pages noted in the table of contents.

Brief and succinct responses are requested for each component with a preferred narrative page limit of 25-30 pages that are in Arial or Times New Roman 10-12 point font. Charts, graphs, and information provided in the required matrices may be reduced to 8-9 point font. Use section titles and headings that match the Scoring Guide and rubrics whenever possible. Reference addenda within the proposal by page number and title.

Follow the Scoring Guide located at http://www.isbe.net/licensure/html/higher-education.htm under the Illinois Program Approval area. The scoring guide is located within the New Program Proposal Documents section. Make certain all matrices, rubrics, assessments and syllabi are included.

Submission Requirements:

1. Submit 10 hard copies of the program proposal to:

   Center for Educator Effectiveness
   Attn: Superintendent Preparation
   Illinois State Board of Education
   100 N. First Street
   Springfield, IL 62777-0001

2. Submit electronic copies to Jennifer Gross and Henri Fonville at: jgross@isbe.net and hfonvill@isbe.net

Submission Timeline:

As time and volume permit

1. Programs submitted by the first of the month to the Center for Educator Effectiveness will be forwarded to the Superintendent Preparation Program Review Panel for review within 30 days.

2. The State Educator Preparation and Licensure Board will review the program the month following the Panel Review, if the Program decides to proceed.
Applications for approval can be submitted by two types of organizations:
- Colleges and Universities
- Non-Profits

The following review process outlines the steps and options for applicants:

- **IBHE** - all programs must have operational approval from IBHE. (This will be an additional step for all non-profits.)

- **Superintendent Review Panel** – Scores full application and supporting materials using the Scoring Guide. Responds with written recommendations to the program. From this step, programs have the following options
  1. Proceed with the process by having their application and the Panel’s recommendation sent to the State Educator Preparation and Licensure Board (SEPLB).
     - In this case the Review Panel will:
       - Issue a recommendation to the SEPLB that the superintendent preparation program be approved; a copy of that recommendation and notification of the SEPLB’s meeting to consider the Panel’s recommendation shall be provided to the applicant; or
       - Issue a recommendation to the SEPLB that the superintendent preparation program be denied approval, including the reasons for the recommended denial; a copy of that recommendation and notification of the SEPLB’s meeting to consider the Panel’s recommendation shall be provided to the applicant.

  2. Withdraw its request for approval by notifying the State Superintendent of Education of its intent to withdraw no later than 15 days after it receives notification of the Superintendent Preparation Review Panel’s recommendation.

- **SEPLB Approval** – Scores full application and supporting materials using the same Scoring Guide and recommendations from the Superintendent Review Panel. SEPLB will approve or reject applications and submit its recommendation regarding approval to the State Board of Education- who makes the final program approval decision.
NEW SUPERINTENDENT PREPARATION PROGRAM PROPOSAL FORMAT

COVER:
- Name and address of Institution
- Name of Unit
- Name of program
- Name and full contact information of program preparer, including address, phone, and email address
- Date of submission to the State Board of Education

TABLE OF CONTENTS:
- List program proposal components in order of required format (number and header)
- Identify page numbers for each component, including appendices

I. OVERVIEW:

Provide a brief and concise summary (abstract) of the program - one to two pages.

II. PROGRAM COMPONENTS:

A. Introduction:
   1. Identify the submitting institution.
   2. Provide a brief rationale for establishing the new program.
   3. Identify, if applicable, the degree(s) that may be achieved.
   4. The projected number of candidates to be served in the initial cohort.

B. Program Description & Assessment Overview:

Describe the proposed program & assessments as per 23 Illinois Administrative Code 33, Rubrics and Scoring Guide.

1. Provide documentation including the following:
   a. Rubrics
   b. Matrices
   c. Assessments
   d. Course Descriptions
   e. Syllabi

2. Use section titles and headings to structure your document