

# External & District-Initiated LU Proposal & Approval Process

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City Schools PSASA Joint Governing Panel (JGP) is seeking to streamline and make more transparent the LU application and submission process. In doing so, the group has established a 4-step process that takes a PSASA member from initial submission through presentation of findings and LU award. The JGP will pilot this process during the 15-16 school year.

## 1 - Developing & submitting the Proposal

- External partners and district offices complete the course proposal form
- *The JGP accepts proposals for review July - September and again December - January to allow for two cycles of submission review*
- **Submit all applications to : [psasa\\_jgp@bcps.k12.md.us](mailto:psasa_jgp@bcps.k12.md.us)**

## 2 - JGP Review and Approval

- The JGP will review all proposals within 10 days for scoring, approving and/or denying the application as well as generating feedback/questions for applicants to strengthen their submission

## 3 - Candidate Notification

- The JGP will notify **ACCEPTED** applicants that they can begin their LU course implementation
- The JGP will notify **DENIED** applicants that they are not able to begin their LU offering until further information is received or clarified.
  - *The JGP will provide feedback to the applicant via email*
  - *The applicant will have 10 days to review feedback and re-submit application to the JGP.*
  - *The JGP may reserve the right to invite the applicant to a JGP Meeting to present the proposal and clarify questions*

## 4 - Reporting Out & LU Award

- Each applicant will submit the results of the implementation of their course including any outcomes associated with participation in the course as well as evaluation of sessions
- The applicant will submit all names of participating members of the course
  - *Names will be submitted to receive Leadership Units (LUs)*