

Educator Standards Board

S. MASTER TEACHER RENEWAL PROCESSES AND PROCEDURES

To ensure consistency across the state for reporting purposes, each district will use Form T, Master Teacher Renewal Application/Narrative, for designation.

- I. To be eligible for the Master Teacher Renewal, educators must have obtained Master Teacher designation.

Renewal candidates may choose **either Year Four or Year Five of their Master Teacher designation to** complete the renewal process. If a Master Teacher successfully renews his/her designation during Year Four, his/her renewal status does not take effect until their current five-year designation expires. **ONLY** teachers designated in either 2007 or 2008 can complete the renewal in the sixth year as well.

- II. Master Teacher Committee: The district Master Teacher Committee is responsible for scoring the Master Teacher renewals.
 1. At least two members of the committee will score each application using the Score Report (Form V). A scoring guide is included in the Score Report (Form V, pg. 2) to assist the committee in scoring the renewal application holistically. The score is holistic: *successful* or *not successful*. The committee will design a process for resolving discrepancies in scoring, such as a third reader or scoring consultation.
 2. Committees will provide each candidate with a compilation of his/her final score (Form V). It is the responsibility of each district and committee member to ensure that the candidates' responses and scores are maintained in a confidential and professional manner. They may only be disclosed to or discussed with individuals who are authorized to have access to them such as the candidate, district administrators and committee members.
 3. If the applying teacher is deemed *not successful*, the teacher shall receive written feedback and an opportunity to reapply if current Master Teacher designation has not expired.
 4. Each committee will establish an appeal process for teachers who believe that the processes and procedures outlined in this application were not followed. No appeals will be considered based on scoring of a candidate's application.

5. Each committee will maintain the following records:
 - a. Candidate Score Report (Form V)
 - b. Candidate's written narrative (evidence should be returned to the teacher, who must make it available upon request for the remainder of the designation).

- III. Candidates who are not successful: in the event that a candidate is not successful in renewing Master Teacher designation before expiration of a Senior Professional Educator License or Lead Professional Educator License, the candidate will not be able to renew a license that requires successful completion of the Master Teacher Program. In this case, the teacher will need to apply for a Professional Educator License if applicable.