

Instructional Materials Adoption Review Committee

Selection Process Guide



Instructional Materials Adoption Review Committee

Selection Process Guide

PURPOSE

Establish a clear, consistent, and transparent process for selecting committee members who will evaluate instructional materials using established criteria and protocols.

COMMITTEE COMPOSITION GOALS

Selection should result in a committee that reflects:

- ▶ Representation across grade levels and content areas
- ▶ Range of experience levels
- ▶ Diverse instructional and administrative roles (teachers, specialists, support staff)
- ▶ Inclusion of parent and community perspectives
- ▶ Strong instructional expertise and credibility

STEP 1 Collect Applications and Nominations

Inputs

- ▶ Teacher and staff applications
- ▶ Administrator nomination forms
- ▶ Parent and community applications

Process

- ▶ Confirm all required fields are complete
- ▶ Verify eligibility (role, availability, no disqualifying conflicts)
- ▶ Organize applicants by role, grade band, and content area

STEP 2 Initial Screening

Criteria

- ▶ Ability to commit to time and meeting requirements
- ▶ Willingness to follow evaluation protocols
- ▶ No significant conflicts of interest

Outcome

- ▶ Remove incomplete or ineligible applicants
- ▶ Identify qualified candidate pool

STEP 3 Evaluate Candidate Strength

Use application and nomination responses to assess:

Core Selection Criteria

- ▶ Instructional expertise and experience
- ▶ Understanding of high-quality instructional materials
- ▶ Ability to support diverse learners
- ▶ Experience with curriculum, instruction, or materials
- ▶ Professionalism and objectivity
- ▶ Ability to collaborate and engage in structured discussion

Additional Considerations

- ▶ Prior review or adoption experience
- ▶ Technology readiness (digital materials access)
- ▶ Representation of specific programs

STEP 4 Apply Selection Rubric (Recommended)

Develop or use a simple scoring structure such as:

- ▶ 3 = Strong evidence
- ▶ 2 = Moderate evidence
- ▶ 1 = Limited evidence

Score candidates across:

- ▶ Instructional expertise
- ▶ Evaluation readiness
- ▶ Collaboration and professionalism
- ▶ Representation value

Outcome

- ▶ Rank or categorize candidates (high priority, viable, alternate)

STEP 5 Build Balanced Committees

Core Selection Criteria

Using scored candidates:

- ▶ Ensure representation across grade levels and roles
- ▶ Include required parent representation
- ▶ Balance experience levels
- ▶ Avoid overrepresentation from a single site or role

Important

Selection is not solely based on highest scores. It must also reflect committee balance and coverage.

STEP 6 Final Review and Approval

- ▶ Review proposed committee lists with district leadership
- ▶ Confirm alignment to goals, representation, and compliance
- ▶ Finalize selections and alternates

STEP 7 Notification and Confirmation

- ▶ Notify selected members
- ▶ Confirm participation and availability
- ▶ Fill any declined positions with alternates

STEP 8 Documentation and Transparency

Maintain records of:

- ▶ Applications and nominations
- ▶ Selection criteria and scoring
- ▶ Final committee composition

This ensures:

- ▶ Transparency
- ▶ Defensibility if questioned
- ▶ Alignment to public process expectations