



Competitive Grant Application
Clinical Faculty Programs
2023-2024

Deadline for Applications: August 25, 2023

***Department of Teacher Education and Licensure
Virginia Department of Education
PO Box 2120
Richmond, Virginia 23218-2120***

TABLE OF CONTENTS

	<u>PAGE</u>
I. <u>PURPOSE</u>	4
II. <u>BACKGROUND</u>	4
III. <u>STATEMENT OF NEEDS</u>	5
IV. <u>PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS</u>	10
V. <u>EVALUATION AND AWARD CRITERIA</u>	13
VI. <u>REPORTING AND DELIVERY INSTRUCTIONS</u>	14
VII. <u>METHOD OF PAYMENT</u>	15

**VIRGINIA DEPARTMENT OF EDUCATION
COMPETITIVE GRANT APPLICATION PACKET**

Title: **Clinical Faculty Programs**

Issuing Agency: Commonwealth of Virginia
Department of Education
101 North 14th Street, 24th Floor
Richmond, Virginia 23219

Issued to: Public School Divisions

Funding Authority: Virginia General Assembly

Grant Period: **July 1, 2023 – September 30, 2024**

Application Submission Deadline: **Friday, August 25, 2023**

Completed applications must be **emailed only** to:

Shawna LeBlond
Shawna.LeBlond@doe.virginia.gov
Grants Manager
Office of Teacher Education and Licensure
Virginia Department of Education

Deadline for submission is Friday, August 25, 2023

I. PURPOSE

The Virginia Department of Education (VDOE) is seeking proposals from Virginia public school divisions or consortia of public-school divisions in partnership with regionally accredited institutions of higher education that have Board of Education approved educator preparation programs to support Clinical Faculty Programs that assist pre-service teachers and beginning teachers to make a successful transition into full-time teaching. The grant is to provide training and mentoring during the 2023-2024 school year for teachers designated as clinical faculty and/or new teacher mentors. This training and mentoring is a means to support teacher effectiveness and promote teacher retention. Public school divisions or a consortium of public-school divisions must collaborate with institutions of higher education in the continued development and implementation of Clinical Faculty Programs.

Participation in the Clinical Faculty Program is voluntary. For Clinical Faculty Programs, a local funding commitment of 50 percent, to match state grants of 50 percent, is required. **Clinical Faculty Grants will be funded for the period of July 1, 2023 to September 30, 2024.** Funds are retroactive to July 1, 2023, and will be awarded subject to availability. All grant activities must be completed by September 30, 2024. If applying as a consortium only one (1) local education agency may serve as the fiscal agent for Clinical Faculty partnership grant proposal submitted.

Priority: Preference for funding will be given to proposals designed to address the following: 1) support school divisions for the purpose of working with new teachers in critical shortage teaching areas and teachers serving as Clinical Faculty at institutions of higher education; 2) evidence high collaboration with partners; 3) reflect innovation in their approach to training participants; 4) reflect scientific, evidenced-based research and 5) incorporates the Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers within the partnership collaboration.

Commonwealth of Virginia Critical Teaching Shortage Endorsement Areas for the 2023-2024 School Year are as follows:

1. Special Education
2. Elementary PK-6
3. Middle Education Grades 6-8
4. Career and Technical Education
5. Science (Secondary)
6. Mathematics Grades 6-12 (including Algebra 1)
7. English (Secondary)

*See link below for additional information on Critical Teaching Shortage Areas
http://www.doe.virginia.gov/teaching/workforce_data/index.shtml

II. BACKGROUND

The Virginia General Assembly appropriated funds in the amount of \$318,750 for Clinical Faculty Programs in fiscal year 2024. These funds, contingent upon availability, will be used to award competitive grants to support training and increase mentoring programs provided by public school divisions or a consortia of school divisions in partnership with Virginia regionally accredited institutions of higher education with Board of Education approved educator preparation programs for Clinical Faculty.

Definitions for the terms “clinical faculty & mentor” are as follows:

*...**Clinical Faculty** means experienced teachers who have served successfully as cooperating teachers, meet selection criteria established by the college or university, and receive the consistent, extensive training in supervisory skills in order to be designated clinical faculty by a college or university; usually given special status (adjunct) by college or university and have increased involvement in the preparation of new teachers.*

According to the *Code of Virginia § 22.1-305.1. Mentor teacher programs..*

*A **Mentor** is a classroom teacher hired by the local school division who has achieved continuing contract status or other instructional personnel including retired teachers who, at a minimum, meet local mentor selection criteria;*

(Mentor and clinical faculty training may be combined giving classroom teachers the opportunity to assist either student teachers or new teachers.)

III. STATEMENT OF NEEDS

Applicant’s Proposal:

Proposals shall:

1. Provide the purpose and detailed description of the proposed project. The following criteria must be included:
 - a. A statement verifying agreement with the purpose of this grant funding as described in section I., Purpose, of this request for competitive proposals.
 - b. A description of the proposed program and how this purpose will be addressed. Additionally, include a description how the proposed project is aligned with Virginia’s [*Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers*](#)
 - c. The measurable goals, objectives, and anticipated outcomes to be addressed by the proposed project.
 - d. The Superintendent’s Regional Study Groups to be served by the

- proposed project. (Refer to the Appendix for the list of Colleges and Universities by Superintendent's Regional Study Groups.)
- e. A description of how the proposed project will include mentor teacher programs in critical shortage teaching areas and incorporate key features of a highly collaborative, scientific, evidenced-based research model.
 - f. The criteria and procedures for the recruitment, participant selection and application processes for clinical faculty and mentor teachers.
 - g. A description of tasks, methods, and results expected, including the names of the person(s) responsible for each task.
 - h. A description of the number of participants to be served by the project and related compensation.
 - i. A description of how the clinical faculty training program will be made accessible to participants.
 - j. A timeline for completion of proposed project activities.
2. Provide a partnership agreement including the description of collaborative and cooperative arrangements made between school divisions and institutions of higher education, including the duties and responsibilities of each of the partners. The description must include the following criteria:
- a. A description of how school division and college and university personnel will be involved in the development, implementation, and evaluation of the proposed project, including how project personnel will identify and contact potential partner school divisions, disseminate and market the program to them;
 - b. A description of how the new Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers will be implemented in the partnership agreement; and
 - c. Current letters of cooperation agreement, arrangements, and/or commitment describing the Clinical Faculty Program partnerships for this grant year.
3. Provide a description of the preparation methods for clinical faculty and mentor teachers. Furthermore, the description should outline how the proposed project is innovative in its approach to support of training participants. The description must include the following criteria:
- a. The research basis for the preparation of clinical faculty and mentor teachers.
 - b. Strategies for preparing more effective educators.
 - c. Approaches used to mentor beginning and new teachers.

- d. A specific statement of adherence to the standards delineated in Virginia's [*Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers*](#) as outlined below:
- e. Selection and Appointment of Clinical Faculty or Mentor Teachers.
 - 1) Clinical Faculty and Mentor Teachers must meet the following requirements:
 - a) possess a valid Virginia Collegiate Professional License or a Postgraduate Professional License;
 - b) be licensed to teach the subject(s), grade level(s) to which they are assigned;
 - c) have had a successful classroom experience for a minimum of three years as indicated by a proficient or exemplary evaluation rating; and
 - d) be recognized by peers and supervisors, through written recommendations, as an accomplished teacher in at least one (preferably more) model of instruction and as a skilled leader in instructional development.
 - 2) Clinical Faculty and Mentor Training, Training will produce Clinical Faculty and Mentors who are:
 - a) knowledgeable about the [Virginia Standards of Learning](#) and the [Profile of a Virginia Graduate](#);
 - b) knowledgeable about *the* [Virginia Standards for the Professional Practice of Teacher](#) and *the* [Virginia Performance Evaluation System \(TPES\) Handbook](#);
 - c) experienced and skilled in conducting pre-and post-observation conferences;
 - d) knowledgeable of developmental needs as they pertain to the coaching of student teachers and beginning educators;
 - e) skilled in facilitating effective communication in the student teaching triad (clinical faculty member, student teacher, university supervisor);
 - f) knowledgeable of observational practices, observational instruments, and observational skills;
 - g) skilled in translating observation and counseling information into regular assessments of student teacher and beginning teacher performances;
 - h) proficient in evaluating beginning teacher and student teacher performance and competency levels;
 - i) skilled to facilitate educator self-reflection and ongoing growth;
 - j) skilled in using evidence-based knowledge to inform practice to address student's learning needs;
 - k) skilled in helping educators increase student academic progress

- l) skilled to guide beginning teachers and student teachers through demonstrations, observations, and consultations to promote instructional excellence; and
 - m) knowledgeable of [Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers](#).
 - 3) Supervisory and Professional Development, Clinical Faculty Mentors will:
 - a) partner with teacher preparation programs in the development and evaluation of effective clinical practices;
 - b) demonstrate professional growth through action research;
 - c) participate in teacher conferences;
 - d) develop new teaching skills; and
 - e) promote collaborative efforts between the college or university and elementary, middle, and secondary schools.
- 4. Describe how the proposed project will be managed by participating school divisions and institutions. The following criteria must be included:
 - a. The identification and clearly defined responsibilities of the program manager and fiscal agent; and
 - b. A description of the qualifications of key project and school division personnel.
- 5. Provide a description of how records will be maintained and how and when the progress of participants will be reported.
- 6. Provide an evaluation plan that measures the progress towards meeting the project goals and objectives by evaluating the impact (or potential impact) of the training on student achievement. The evaluation plan must include the following:
 - a. A description of measurable goals, objectives, and anticipated outcomes to be addressed by the proposed project.
 - b. A description of how the project will be evaluated to determine whether the goal(s) and objectives were achieved (mid-term and final).
 - c. A description of data that will be collected (mid-term and final); how the data will be reported and analyzed; and the process for identifying weaknesses and making adjustments to address identified weaknesses. The following must be included:
 - d. Surveys of the participants;
 - e. A comparison of the performance of pre-service and beginning teachers who are assisted by the project and those who are not assisted by the project;
 - f. Surveys of school administrators where mentor teachers and clinical faculty have assisted beginning teachers and student teachers (*employer satisfaction data*);
 - g. The impact of student teachers or beginning teachers on student achievement; and

- h. Curricular adjustments or program modifications made as a result of the project evaluations.
7. Provide a clearly delineated description of the resources available at each school division and participating institution and how these resources will be utilized to support the proposed project.
 8. Provide a description of the cost effectiveness of the proposed project. Only one fiscal agent for the project must be identified. A school division must serve as the fiscal agent for Clinical Faculty proposals.
 9. Develop a proposed itemized budget and budget justification narrative, with emphasis on providing direct participant (clinical faculty/mentors) support with grant funds. The following criteria must be included:
 - a. The anticipated number and amount of stipends and/or other financial support to be awarded to participants.
 - b. The costs participants must pay for training.
 - c. A narrative description of a **one-year project budget** that identifies the adequacy of the proposed budget and **reasonableness** of the requested funds. Budget parameters must include a description of resources and incentives provided for school division personnel.
 - d. A clear description of the provisions for a local funding of 50 percent, to match state grants of 50 percent, as required for Clinical Faculty programs funded under this initiative.
 - e. **A detailed one-year proposed budget** at the object code level of detail which adheres to the object code descriptions and parameters stated below. Include a justification statement for requested funds indicating compliance with state requirements for travel and purchasing, if necessary.

Object Code 1000	Personnel Services
Object Code 2000	Employee Benefits
Object Code 3000	Purchased Services
Object Code 4000	Internal Services
Object Code 5000	Other Charges
Object Code 6000	Materials and Supplies
Object Code 7000	Joint Operations

- 1) At least 50 percent of the total budget must be allocated for direct participant support.
- 2) No more than 25 percent of the total budget should be allocated for personnel costs. If fringe benefits are included as part of the budget, benefits should be calculated as part of the personnel costs percentage.

- 3) Applicants may not claim indirect costs for funds awarded under this initiative (i.e., State General Funds for Clinical Faculty Programs).
- 4) All travel requests must provide **direct** benefit to program participants. Justification must include destination(s), purpose for requested travel, how program participants will benefit, how program participants will participate, and budget reflecting state travel rates.
- 5) All equipment, materials, and supplies purchased must provide **direct** benefit to program participants. Justification must include equipment specifications, purpose, how program participants will benefit from equipment, materials or supplies, and budget.
- 6) Applicants must agree in the proposal to submit all required reporting by 4 p.m. on the designated deadline date. A mid-year report will be due **by Monday, March 11, 2024, including mid-year evaluation data**; any participant pre-program data, the number of participants, the amount of funds already expended, and the amount of projected funds to be expended by the September 30, 2024, project ending deadline. A final report will be due by **October 18, 2024**. The report should be a comprehensive program evaluation and must include the number of participants, amount of funds expended including a budget narrative and an analysis of pre and post survey results.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

1. GENERAL INSTRUCTIONS:

In order to be considered for selection, applicants must submit a complete application. The application materials must be **emailed** to Shawna LeBlond, Grants Manager at Shawna.LeBlond@doe.virginia.gov by **Friday, August 25, 2023**.

2. SPECIFIC PROPOSAL INSTRUCTIONS:

1. Proposals shall be signed by the Division Superintendent or authorized designee. All information requested should be submitted. Failure to submit all information requested may result in the Virginia Department of Education requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are incomplete or that lack key information may be rejected by Virginia Department of Education.
2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the project. Emphasis should be placed on completeness and clarity of content.
3. Applicants are required to submit a completed proposal, to include current letters of commitment from appropriate school division and institution of higher education representative(s).
4. Proposals should be organized in the order in which the requirements are presented in the application, beginning with the cover page. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the application. Cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the application. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the application requirements. Information which the applicant desires to present that does not fall within any of the requirements of the application should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the application requirements are specifically addressed.

5. Proposals should be as thorough and detailed as possible so that Virginia Department of Education may properly evaluate the applicant's capabilities to conduct the proposed project. Applicants are required to return an application cover sheet. The cover sheet must include the following information:
 - a. Title of proposed project;
 - b. Name of the submitting public school division
 - c. Date proposal submitted;
 - d. Source of Funding: General Funds;
 - e. Fiscal agent payee number;
 - f. Fiscal agent, address, and telephone number;
 - g. Name and contact information for project director; Project title;
 - i. Start and end date for project;
 - j. Superintendent's Regional Study Group Number(s);
 - k. Total budget amount requested;
 - l. Name of partners proposed to participate in the project; and
 - m. Division Superintendent's or Designee's signature and date signed.
6. Ownership of all data, materials, and documentation originated and prepared for Virginia Department of Education pursuant to the application shall belong exclusively to Virginia Department of Education and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. All awards are subject to the Special Terms and Conditions for Department of Education Grant Awards (*Ownership of Intellectual Property, Revised 2/08/19*).
7. Trade secrets or proprietary information submitted by a participant shall not be subject to public disclosure under the *Virginia Freedom of Information Act*. However, the participant must invoke the protection of this section prior to submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons the protection is necessary.
8. Proposed clinical faculty/mentor teacher recruitment and professional development activities, to include events such as special institutes, workshops, and symposia shall not be scheduled in conflict with Virginia Department of Education priority initiatives.
9. A priority is to have access to Clinical Faculty Programs in the eight Superintendent's Regional Study Groups. The number of projects to be funded and the amount of funding to be awarded per grantee will be dependent on the number of teachers to be served, the superintendent's regions covered, and the overall quality of the proposals. If multiple proposals are received for a specific region, Virginia Department of Education reserves the right to make one award or to split the award among the grantees.
10. Proposals will be judged by a selected panel based on the categories noted above. The Virginia Department of Education may cancel this grant request or reject

proposals at any time prior to an award. The Virginia Department of Education is not required to furnish a statement of the reason why a particular proposal was not awarded.

V. EVALUATION AND AWARD CRITERIA

Proposals will be evaluated by the Virginia Department of Education using the following criteria. **[Refer to the Statement of Needs on pages 5-10 for additional detail on which the proposal will be evaluated.]**

The maximum number of points that a proposal can receive is 100 based on the following distribution.

<i>ITEM</i>	<i>CRITERIA</i> [Refer to the corresponding item number in the Statement of Needs for additional detail on which the proposal will be evaluated.]	<i>POINT VALUE</i>
1.	Purpose and detailed description of the proposed project.	10
2.	Priority given to proposals servicing all eight of the Superintendent’s Study regions.	5
3.	Description of collaborative and cooperative arrangements made between school divisions and institutions of higher education, including the duties and responsibilities of each of the partners (<i>such as evaluation</i>) and the how the <i>Guidelines for Mentor Teacher Programs for Beginning and Experienced Teachers</i> were incorporated in partnership agreement.	10
4.	Description of the preparation methods for clinical faculty and mentor teachers and how the proposed project is innovative in its approach to training participants.	15
5.	Description of how the proposed project will be managed by participating institutions and school divisions.	10
6.	Description of how records will be maintained and how and when the progress of participants will be reported.	5
7.	Description of an evaluation plan that measures the progress towards meeting the project goals and objectives by evaluating the impact (or potential impact) of the clinical faculty and mentor training on student achievement.	15
8.	Clearly delineated description of the resources available at each participating institution and school division and how these resources will be utilized to support the proposed project.	5
9.	Description of the cost effectiveness of the proposed project.	10

<i>ITEM</i>	<i>CRITERIA</i> <u>[Refer to the corresponding item number in the Statement of Needs for additional detail on which the proposal will be evaluated.]</u>	<i>POINT VALUE</i>
10.	Description of proposed itemized budget and budget justification narrative, with emphasis on providing direct participant (clinical faculty and mentors) support with grant funds.	15
	<i>Total</i>	<i>100</i>

Decisions about award amounts take into consideration several factors including the amount of available funds, the number of proposals recommended for funding, and the amounts requested in the recommended proposals. In the event that the total amount requested in the applications recommended for funding exceeds the total amount of available funding, awards will be adjusted to accommodate the difference.

VI. REPORTING AND DELIVERY INSTRUCTIONS

Awardees must complete all grant activities by September 30, 2024. No carryover of grant activities will be authorized beyond this date. The award recipients shall submit a mid-year report to VDOE by March 11, 2024, including narrative summary, mid-year evaluation data, number of participants, the amount of funds already expended, and the amount of projected funds to be expended by the September 30, 2024, deadline.

Final Clinical Faculty grant reports are due to VDOE, Department of Teacher Education and Licensure, Office of Teacher Education, by Friday, October 11, 2024. The grantee shall submit a final summary report to include, minimally, the following information:

1. Title of project;
2. College and/or university partners (where appropriate);
3. Project narrative description, including:
 - a) Number of clinical faculty and mentors trained
 - b) Number of mentees/teachers with no years of experience served; and
 - c) Information such as how release time, incentives, etc. were applied.
4. Overview of the year's work;
5. Project accomplishments according to proposed objectives/activities;
6. Impact (or potential impact) of Clinical Faculty/Mentor Teacher Program project on student achievement;

7. Participant evaluation data;
8. Administrator/school division evaluation data
9. Upcoming events (if applicable);
10. Year-end budget report; and
11. Overall evaluation of project, including any recommendations by the grantee to inform further development of the Clinical Faculty Program at the state level.

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:

The grantee assures that information and data obtained as to personal facts and circumstances related to participants will be collected and held confidential, during and following the term of this project, and will not be divulged without the participants' and the agency's written consent and only in accordance with federal law or the *Code of Virginia*. School divisions and colleges or universities who utilize, access, or store personally identifiable information as part of the performance of this grant are required to safeguard this information and immediately notify the Virginia Department of Education of any breach or suspected breach in the security of such information. Funded school divisions shall allow the Virginia Department of Education to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. School division and college and university employees working on this project may be required to sign a confidentiality statement.

VII. METHOD OF PAYMENT

State funds will be provided to funded public school divisions for the operation of 2023-2024 Clinical Faculty training programs contingent upon the availability of funds. Funds must not be used for expenditures incurred **prior to July 1, 2023**. Any portion of funding maintained by the school division fiscal agent or other participating school divisions should be expended by September 30, 2024.

Any incentive payments (e.g., stipends, tuition, etc.) awarded to participants may be taxable and the recipient and the colleges and universities shall assume responsibility for ensuring all taxes are remitted.

COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P. O. BOX 2120

RICHMOND, VIRGINIA 23218-2120

COVER SHEET

REQUESTS FOR PROPOSALS BY THE VIRGINIA DEPARTMENT OF EDUCATION

Program Title: Clinical Faculty Programs

Program Year: July 1, 2023- September 30, 2024

Funding Source: 2022 General Assembly

School Division Name:		Payee Number:	Unique Entity Identifier:
Project Title:			
Fiscal Agent: _____		Project Director: _____	
Address: _____		Address: _____	
Email: _____		Email: _____	
Telephone Number: _____		Telephone Number: _____	
Start Date:	End Date:	Superintendent's Regional Study Group Number(s):	
Name(s) of Partnership Institution of Higher Education:			
Total Budget Requested:			
To the best of my knowledge, all data in this proposal are true and correct and, if funded, this institution of higher education will support the proposed project and use funds according to the grant award.			
Division Superintendent or other authorized designee:			
_____ Print Name		_____ Title	
Signature of Division Superintendent or other authorized designee:			
_____			Date: _____