**Note:** This document is a **template** that contains the bank of questions from which each Sponsoring Organization’s Follow-Up Inquiry will be created. Each Sponsoring Organization will receive a tailored version of the worksheet during the third technical assistance call, which will include a narrower set of criteria with specific evidence from the Initial Inquiry to inform the Sponsoring Organization’s response.

|  |  |
| --- | --- |
| Sponsoring Organization |  |

**The Organization (ORG) Domain:** *The Sponsoring Organization is committed to achieving, and has systems, structures, and personnel in place to enable, equitable and effective program experiences and outcomes for all candidates.*

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| --- | --- | --- |
| **ORG Domain Criteria** | **Included in Follow-Up Inquiry for [SO]:** | **Additional Documents or Artifacts Requested:** |
| ORG 1: The Sponsoring Organization has the capacity and authority to make strategic decisions that sustain effective and equitable preparation programs. | No  Yes:   * As an opportunity to elevate best practices * To address gaps or inconsistencies |  |
| ORG 2: The Sponsoring Organization’s educator preparation budget allocation is strategic, informed by data, and focused on sustainable and equitable program experiences and candidate outcomes. | No  Yes:   * As an opportunity to elevate best practices * To address gaps or inconsistencies |  |
| ORG 3: The Sponsoring Organization has systems and structures that support clear communication and collaboration across all personnel, leading to cohesive and equitable program experiences. | No  Yes:   * As an opportunity to elevate best practices * To address gaps or inconsistencies |  |
| ORG 4: The Sponsoring Organization gathers data and feedback to inform fair and equitable recruitment, hiring, retention, and advancement procedures and practices that support an effective and diverse personnel. | No  Yes:   * As an opportunity to elevate best practices * To address gaps or inconsistencies |  |
| ORG 5: The Sponsoring Organization evaluates and provides development opportunities for all personnel to ensure they are effective in their ability to equitably support and prepare all candidates to be effective educators. | No  Yes:   * As an opportunity to elevate best practices * To address gaps or inconsistencies |  |

**Please list any additional documents or resources referenced throughout this worksheet in the** [**table**](#_Document_and_Resource) **provided at the end of the worksheet.**

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| **ORG 1: The Sponsoring Organization has the capacity and authority to make strategic decisions that sustain effective and equitable preparation programs.** |

|  |
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| **Sources of evidence in Initial Inquiry include:** |
| * Program Overview:   + Program Overview Worksheet   + Organizational Chart(s) * Stakeholder Engagement:   + Leadership Interview   + Educator Preparation Personnel Survey and/or Focus Groups |
| **Summary of key evidence from Initial Inquiry:** |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 1 - Prompt A:**

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| An overview of key managerial and/or decision-making structures for educator preparation program(s) as described in the Initial Inquiry is provided below. [Sponsoring Organization] may identify significant omissions and/or inaccuracies. |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 1 - Prompt B:**

In the rows below, provide up to three examples of decisions your organization’s leadership has made to **sustain effective and equitable programs**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Example decision | What evidence led your organization to make this decision? | What was the intended impact of this decision? | What evidence demonstrates that (or will be used to monitor whether) this decision is supporting the **sustainability of effective programs**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. | What evidence demonstrates that (or will be used to monitor whether) this decision is contributing to **increasingly equitable experiences or outcomes for candidates**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. |
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| **ORG 2: The Sponsoring Organization’s educator preparation budget allocation is strategic, informed by data, and focused on sustainable and equitable program experiences and candidate outcomes.** |

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| **Sources of evidence in Initial Inquiry include:** |
| * Program Overview:   + Program Overview Worksheet   + Organizational Chart(s) * Stakeholder Engagement:   + Leadership Interview   + Educator Preparation Personnel Survey and/or Focus Groups |
| **Summary of key evidence from Initial Inquiry:** |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 2 – Prompt A:**

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| --- |
| An overview of key systems and structures for budget allocation as described in the Initial Inquiry is provided below. [Sponsoring Organization] may identify significant omissions and/or inaccuracies. |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 2 - Prompt B:**

In the rows below, provide up to three examples of decisions your organization has made relative to the budget **designed to ensure sustainable and equitable experiences and outcomes** for candidates.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Example decision | What evidence led your organization to make this decision? | What was the intended impact of this decision? | What evidence demonstrates that (or will be used to monitor whether) this decision is supporting the **sustainability of effective programs**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. | What evidence demonstrates that (or will be used to monitor whether) this decision is contributing to **increasingly equitable experiences or outcomes for candidates**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. |
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| **ORG 3: The Sponsoring Organization has systems and structures that support clear communication and collaboration across all personnel, leading to cohesive and equitable program experiences.** |

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| --- |
| **Sources of evidence in Initial Inquiry include:** |
| * Program Overview:   + Organizational Chart(s)   + Personnel List * Stakeholder Engagement:   + Leadership Interview   + Educator Preparation Personnel Survey and/or Focus Groups |
| **Summary of key evidence from Initial Inquiry:** |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 3 – Prompt A:**

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| --- |
| An overview of key systems and structures that support **clear communication and collaboration across all personnel** as described in the Initial Inquiry is provided below. [Sponsoring Organization] may identify significant omissions and/or inaccuracies. |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 3 – Prompt B:**

In the table below, describe the key systems and structures in place to support **clear communication and collaboration across all personnel**. *[DESE may request the information below for all personnel or for one or more specific group(s) of personnel based on the evidence collected in the Initial Inquiry.]*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Key system or structure, including frequency and participating personnel group(s) | What evidence led your organization to establish this system/structure?  *(Optional if the system/structure has existed for three or more years)* | What is the intended impact of this system/structure? | What evidence demonstrates that (or will be used to monitor whether) this system/structure is supporting the **cohesive candidate experiences within and/or across programs**?  If applicable, describe the actions your organization is taking to address evidence that this system/structure is not having its intended impact. | What evidence demonstrates that (or will be used to monitor whether) this system/structure is contributing to **increasingly equitable experiences or outcomes for candidates**?  If applicable, describe the actions your organization is taking to address evidence that this system/structure is not having its intended impact. |
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| **ORG 4: The Sponsoring Organization gathers data and feedback to inform fair and equitable recruitment, hiring, retention, and advancement procedures and practices that support an effective and diverse personnel.** |

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| **Sources of evidence in Initial Inquiry include:** |
| * Program Overview:   + Personnel List * Stakeholder Engagement:   + Leadership Interview   + Candidate/Completer Survey and/or Focus Groups   + Educator Preparation Personnel Survey and/or Focus Groups |
| **Summary of key evidence from Initial Inquiry:** |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 4 – Prompt A:**

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| An overview of key systems and structures to **gather data and feedback that inform fair and equitable recruitment, hiring, retention, and advancement** as described in the Initial Inquiry is provided below. [Sponsoring Organization] may identify significant omissions and/or inaccuracies. |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 4 – Prompt B:**   
In the rows below, provide up to three examples of decisions your organization that impact **recruitment and hiring procedures and practices to support an effective and diverse personnel.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Example decision | What evidence led your organization to make this decision? | What was the intended impact of this decision? | What evidence demonstrates that (or will be used to monitor whether) this decision is supporting an **effective personnel**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. | What evidence demonstrates that (or will be used to monitor whether) this decision is contributing to **increasingly fair and equitable procedures and practices**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. |
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**ORG 4 – Prompt C:**   
In the rows below, provide up to three examples of decisions your organization has made that impact **retention and advancement procedures and practices to support an effective and diverse personnel**.

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| Example decision | What evidence led your organization to make this decision? | What was the intended impact of this decision? | What evidence demonstrates that (or will be used to monitor whether) this decision is supporting an **effective personnel**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. | What evidence demonstrates that (or will be used to monitor whether) this decision is contributing to **increasingly fair and equitable procedures and practices**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. |
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| **ORG 5: The Sponsoring Organization evaluates and provides development opportunities for all personnel to ensure they are effective in their ability to equitably support and prepare all candidates to be effective educators.** |

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| **Sources of evidence in Initial Inquiry include:** |
| * Program Overview:   + Personnel List * Stakeholder Engagement:   + Leadership Interview   + Candidate/Completer Survey and/or Focus Groups   + Educator Preparation Personnel Survey and/or Focus Groups |
| **Summary of key evidence from Initial Inquiry:** |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 5 – Prompt A:**

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| An overview of key systems and structures to **evaluate and provide development opportunities for all personnel** as described in the Initial Inquiry is provided below. [Sponsoring Organization] may identify significant omissions and/or inaccuracies. |
| *[Key evidence from the Initial Inquiry will be provided here]* |

**ORG 5 – Prompt B:**   
In the rows below, provide up to three examples of decisions your organization has made that impact **evaluation processes and/or development opportunities for all personnel.**

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| Example decision | What evidence led your organization to make this decision? | What was the intended impact of this decision? | What evidence demonstrates that (or will be used to monitor whether) this decision is supporting **effective preparation for all candidates**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. | What evidence demonstrates that (or will be used to monitor whether) this decision is contributing to **increasingly equitable preparation for candidates**?  If applicable, describe the actions your organization is taking to address evidence that this decision is not having its intended impact. |
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## Document and Resource List

List all documents or external links referenced as evidence in this worksheet below. See the Follow-Up Inquiry Planning Guide for guidance on sharing additional resources.

|  |  |  |  |
| --- | --- | --- | --- |
| Title of Document | Section or Page Number | Aligned Criterion/a | Brief Explanation of Alignment and Evidence Included |
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