

# The Four Steps of The Curricular Review Process

This grid gives you a comprehensive view of the curricular review process for any subject.

Step	Action	Deliverables	Timeframe	Responsible Party
Preparing	<p><b>Collect feedback</b> from teachers, administrators, and other curriculum experts on campus.</p> <ul style="list-style-type: none"> <li>• Create a subject-specific survey for the area(s) of review.</li> <li>• Probe for strengths and weaknesses; concise but open-ended is best.</li> <li>• Analyze, summarize, and share results.</li> </ul>	<ol style="list-style-type: none"> <li>1. Survey results report (easily exported from most digital survey tools such as Google and Microsoft Forms).</li> <li>2. Written summary/analysis: bullet point general trends that emerge as strengths and areas of weakness.</li> </ol>	Early spring	<p><b>Instructional Leader</b> (Head of school/ Headmaster, Director of Curriculum, AP of Curriculum, etc.)</p>
	<p><b>Review curriculum documentation</b> systematically and comprehensively.</p> <ul style="list-style-type: none"> <li>• Consider current scope and sequence for subject area.</li> <li>• Review adopted and/or relevant standards (Common Core, State Standards, etc.).</li> </ul>	<ol style="list-style-type: none"> <li>1. Updated curriculum documentation (attention given to pacing concerns, identified gaps, and general trends shared by teachers).</li> <li>2. If needed, list areas of concern and needs that warrant consideration throughout the process.</li> </ol>	Late spring – early summer	
	<p><b>Collect additional information</b> for the review process. Information includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Possible new standards that will be adopted.</li> <li>• Standardized testing scores for the subject area.</li> <li>• Final student grade reports by student for the subject under review.</li> <li>• List of best practices and research in the subject area.</li> </ul>	<ol style="list-style-type: none"> <li>1. Synthesize the information in a basic report of:               <ol style="list-style-type: none"> <li>a. Brief gap analysis of standards vs. current curriculum.</li> <li>b. Relevant standardized testing results, including: a) comparative analysis of national performance, b) relevant trends, and c) interpretation of results vis-à-vis curricular strengths and weaknesses.</li> <li>c. Summary of current best practices and research in the subject area.</li> </ol> </li> <li>2. Create a plan to make the resources gathered from this stage available for your committee in the next stage (either hard copies or a digital shared folder).</li> </ol>	Summer	

*Note: This timeline assumes a fiscal year that begins in July. Adjust accordingly for your timing.*

Step	Action	Deliverables	Timeframe	Responsible Party
Working	Hold the <b>initial meeting with your review committee</b> , making sure all results of the preparation stage are available for consideration.	1. Strengths, weaknesses, opportunities, and threats (SWOT) analysis and summary.	August	Committee
	Research and <b>identify possible curriculum options</b> that support the identified needs assessment.	1. Names of curriculum options submitted to the committee leader. 2. The committee leader will obtain preview copies of any texts or other resources as needed. 3. The committee leader will prepare copies of the Curriculum Evaluation Form before the next meeting	September	
	The committee will meet—in one or two meetings—to <b>assess curricular options</b> that were ordered for review.	1. Completed <i>Curricular Material Evaluation Forms</i> for each option and by each member of the committee individually. 2. Small group recommendations of the top choice for adoption, accompanied by a short rationale. 3. Before the next stage, the committee leader will review, summarize, and prepare a proposal for the committee to review.	November – December	
Deciding	Committee will have a final meeting to review and make a <b>formal recommendation</b> .	1. A final recommendation is made by the full committee, accompanied by a written rationale.	January	Committee
	A <b>final administrative adoption decision</b> is made.	1. The decision-makers for curriculum and resource purchase should review the committee recommendation and all committee work to make a final decision. 2. Plan a celebratory thank you event for the committee.	January – February	<b>Instructional Leader &amp; Team</b> (whoever is the final decision maker for adoption)

Step	Action	Deliverables	Timeframe	Responsible Party
<b>Implementing</b>	Create a <b>plan for ordering resources</b> that consider early access for classroom teachers.	<ol style="list-style-type: none"> <li>1. Compile all information for ordering the resources. Determine a timeline based on the type of resource and needed lead time.</li> <li>2. Obtain access to teacher editions or preview copies that will be available before summer break.</li> </ol>	<b>February</b>	<b>Principal or Instructional Leader</b>
	Create a <b>plan for training and orienting teachers</b> to the new resources.	<ol style="list-style-type: none"> <li>1. A written plan of training days for teachers (PD days, summer, in-service for the fall).</li> <li>2. Designate a point person(s) to lead the adoption. This will be the main person to field questions from teachers and fact-find as needed.</li> <li>3. Meet with teachers impacted by the new adoption to inform them about curriculum resource choices and the plan for implementation.</li> <li>4. A plan and schedule for orienting other stakeholders about the change, if needed.</li> </ol>	<b>February – March</b>	<b>Instructional Leader &amp; Team</b> (Head of School/ Headmaster, Director of Curriculum, AP of Curriculum, etc.)
	Pre-determine <b>check-in points</b> throughout at least the first year of implementation.	<ol style="list-style-type: none"> <li>1. Create a plan for next year that considers individual and group check-ins with teachers</li> <li>2. Ensure a time or plan for updating school-wide curriculum documentation, such as curriculum maps, website, etc.</li> </ol>	<b>March – August and Beyond</b>	