Proposal Protocol

Step 1: A TEI Research Work Group completes its research and submits a Research Work Group Recommendation Form along with supporting collateral materials, e.g. video or audio recordings, literature, and/or data to rwatts3@uwyo.edu for forwarding to the TEI Coordinating Council.

Step 2: Using the TEI Coordinating Council Member Review Form, each TEI Coordinating Council member evaluates the proposal. The Council then takes one of two action steps:

A. The TEI Coordinating Council has no questions, concerns, or information requests and invites the Research Work Group to provide a group presentation to the Coordinating Council. The proposal proceeds to Step 7.

B. The TEI Coordinating Council identifies and communicates questions, concerns, and/or information requests and to the Research Work Group via a TEI Coordinating Council Initial Response Form.

Step 3: The Research Work Group responds to the TEI Coordinating Council Initial Response Form via a TEI Research Work Group Initial Response Form.

Step 4: The TEI Coordinating Council evaluates the TEI Research Work Group Initial Response Form and selects one of two action steps:

A. Approve the proposal for a group presentation to the Coordinating Council and invite the Research Work Group to provide a group presentation to the Coordinating Council.

B. Identify and communicate follow-up questions, concerns, and/or requests for further information and to the Research Work Group via a TEI Coordinating Council Secondary Response Form.

Step 5: The Research Work Group prepares and provides a group presentation to the Coordinating Council in support of the proposal on an agreed-upon date, time, and location.

Step 6: The Coordinating Council evaluates the proposal and determines a disposition for the proposal from these three options:

1. Approve for review by the cadre of national experts.

2. Deny for review by the cadre of national experts.


Step 7: National expert reviewers evaluate the proposal and provides feedback to the TEI Coordinating Council on submitted proposal via a National Expert Reviewer Form.
Step 8: The Coordinating Council reviews the National Expert Reviewer Form, seeks clarity as needed, and determines a disposition for the proposal:

1. Approve for submission to the TEI Governing Board.
2. Deny for submission to the TEI Governing Board.
3. Return to Research Work Group, citing feedback from the cadre of national experts and offering an opportunity for re-submission.

Step 9: The TEI Governing Board reviews proposals submitted by the TEI Coordinating Council.

Step 10: The Governing Board has no questions, concerns, or requests for further information and approves the proposal for a group presentation to the Coordinating Council. Proposal advances to Step 14.

Step 11: The Governing Board identifies questions, concerns, and/or requests for further information and communicates the same to the Research Work Group via a TEI Governing Board Initial Review Form emailed to rwatts3@uwyo.edu for forwarding to the TEI Coordinating Council.

Step 12: The TEI Coordinating Council responds to the TEI Governing Board Initial Review Form via a TEI Coordinating Council Response Form emailed to rwatts3@uwyo.edu for forwarding to the TEI Governing Board.

Step 13: The TEI Coordinating Council reviews the TEI Research Work Group Proposal Response Form and invites representatives from the TEI Coordinating Council and the TEI Research Work Group to provide a group presentation to the TEI Governing Board in support of the proposal.

Step 14: The TEI Coordinating Council and TEI Research Work Group prepare and provide a group presentation to the Governing Board in support of the proposal on an agreed-upon date, time, and location.

Step 15: The Governing Board evaluates the proposal and determines a disposition for the proposal from these three options:

1. Approve for submission to the University of Wyoming Board of Trustees.
2. Deny for submission to the University of Wyoming Board of Trustees.
3. Return to TEI Coordinating Council and Research Work Group, citing specific concerns and opportunity for re-submission through the established processes.

Step 16: The University of Wyoming Board of Trustees evaluates the proposal and determines a disposition for the proposal from these options:

1. Approve for implementation at the University of Wyoming.
   a. Direct TEI Executive Director to notify TEI Research Work Group, TEI Coordinating Council, cadre of national experts, College of Education and other colleges connected to the proposal.

2. Deny for implementation at the University of Wyoming.
   a. Direct TEI Executive Director to notify Research Work Group, TEI Coordinating Council, and the cadre of national experts.