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2022-2023
Social Studies Instructional Materials
Call for State Expert Reviewers

Instructional Materials (IM) Adoption Process:

Florida's State Academic Standards for social studies detail the knowledge, skills and resources a student should develop as a result of a quality program in the area of social studies.

Call for State Expert Reviewers:

To evaluate the quality of instructional materials for use in district classrooms, the Florida Department of Education (the department) is seeking reviewers with content expertise and an in-depth understanding of the social studies standards and benchmarks. State standards and benchmarks detail what students should know and be able to do as the result of a quality educational program.

Instructional materials will be made available electronically to the state instructional materials reviewers, who shall complete an electronic evaluation of the items to assess whether the materials align to Florida's State Academic Standards.

The Florida Department of Education received one hundred nine bids for K-12 Social Studies materials. The breakdown by subject areas is included below.

Elementary Social Studies (K-5), bid as a series

- Grade K Social Studies
- Grade 1 Social Studies
- Grade 2 Social Studies
- Grade 3 Social Studies
- Grade 4 Social Studies
- Grade 5 Social Studies

Middle Grades Social Studies (6-8)

- M/J United States History
- M/J United States History and Career Planning
- M/J United States History, Advanced
- M/J United States History, Advanced and Career Planning
- M/J Civics

- M/J Civics and Career Planning
- M/J Civics, Advanced
- M/J Civics, Advanced and Career Planning
- M/J World History
- M/J World History, Advance

High School Social Studies (9-12)

- United States History
- United States History Honors
- African-American History
- Holocaust Education
- Economics
- Economics Honors
- Economics with Financial Literacy
- Economics with Financial Literacy Honors
- Personal Financial Literacy
- Personal Financial Literacy Honors
- United States Government
- United States Government Honors
- Psychology 1
- Sociology
- World History
- World History Honors

State Expert Reviewer Qualifications:

State expert reviewers will hold one or more of the following credentials in the field of social studies:

1. A master's degree or higher;
2. Educator Certification in Social Science and related fields;
3. Substantial experience, five years or more teaching experience with evidence of content expertise and student achievement; or
4. Recognition as a social studies content expert. Such recognition may include but is not limited to, awards received or publications related to the field of Social Studies.

Stipend for Reviewers:

A stipend will be paid to all state expert reviewers. In accordance with section 1006.29(1)(d), Florida Statutes (F.S.), the department may assess and collect fees from publishers participating in the instructional materials adoption process. The monies so collected will be used to pay a stipend to state expert reviewers.

State expert reviewers will receive a stipend of \$330 for each bid evaluated. All stipend checks will be mailed to reviewers within 30 days upon the completion of the state adoption. Evaluating instructional materials for the state adoption requires time and effort; it is an undertaking that is very important and will support our goal for all Florida students to receive a high-quality education.

State Instructional Materials Reviewer Registration:

To register as a state expert reviewer:

Step 1:

- Go to the online review portal, <https://www.flimadoption.org/> and click on Open Cycles. You will see the active adoption cycle for Social Studies. Click on the “Call for Expert Reviewers” to apply to be an expert reviewer.
- Click on the “Sign in or Create an Account” button located on the right side to set up your general user account.
- After you have signed up, you will receive a verification email. To verify your email address, please click on the verification link located in the email.
- Once you have verified your user account you will be directed to a log-in screen. Sign in to your user account by using the e-mail you provided and the password that you chose.
- Once logged into your user account, you will then click on the “Open Cycles” option again to access your reviewer application.

Step 2:

** All reviewers are subject to Florida public records law.*

- Click on the “Call for Expert Reviewers” option and then click on the “Sign up to be an Expert Reviewer” option to fill out your application to be an expert reviewer.
- Complete the reviewer application by answering all required fields. Please be sure to see the example below on how to demonstrate you meet all qualifications.
- Once your application has been submitted, you will receive a notification e-mail confirming receipt of your application.
- Once you submit your electronic application to become a state expert reviewer, you will also need to complete the following: Reviewer Stipend Justification Form, Reviewer Affidavit and the online W-9 form via the State of Florida Vendor site. Links to documents are included below.

*****Please note that your application is NOT complete and will not be reviewed until these forms are completed and received by mail.*****

For more detailed information, please view the State Expert Reviewer registration presentation: <http://www.fldoe.org/core/fileparse.php/5574/urlt/ExpertReviewerTraining.ppt>.

The information provided in your registration to be a state expert reviewer should be a comprehensive profile of your qualifications to review a specific bid(s). All areas in the application (in bold below) must be completed for consideration as a state reviewer. Consider the following examples as a guide during the application process.

Education

- List each specific degree(s) conferred to you.
 - Master's Degree
 - Bachelor's Degree in Elementary Education – University of...

Employment Experience

- Include total experience related to the field of education.
 - 11 years
- Include total experience related to each bid interested in reviewing.
 - 3 years grade 1
 - 1 year grade 5
 - 5 years grades 6-8

Public Service Experience

- Include public service experience related to the subject area or instructional materials.
 - Participated in the last district-level textbook adoption
 - Volunteered at community event...

Affiliations

- Include affiliations related to the field of Social Studies or content-specific instructional materials.
 - 2010-2013 member of the National Council
 - 2012-2015 member of an association

Additional Information

- Include information relevant to the State Reviewer Qualifications in this document.
 - 2005 School-level Teacher of the Year
 - 2010 District-level Teacher of the Year
 - 2012-present mentor
 - Member of a Task Force

Upon completing the registration, complete the State Affidavit, Stipend Justification Form and Online Substitute Form W-9. Mail the State Affidavit and Stipend Justification Form to the department at the address below.

The State Affidavit and Stipend Justification Form are available to print:

<http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>

http://www.fldoe.org/core/fileparse.php/5574/urlt/Stipend_Justification_Form.pdf

The Online Substitute Form W-9 can be found here and does not need to be mailed to the department: <https://flvendor.myfloridacfo.com/>.

The State Affidavit must be signed, **notarized** and mailed to:

Florida Department of Education
Bureau of Standards and Instructional Support
325 West Gaines Street, Suite 432
Tallahassee, FL 32399
Attention: Instructional Materials – 2022-2023 Adoption

State Affidavit:

All state expert reviewers must be able to sign an affidavit attesting compliance with section 1006.30, Florida Statutes.

1006.30 Affidavit of state instructional materials reviewers.—

Before transacting any business, each state instructional materials reviewer shall make an affidavit, to be filed with the department, that:

- (1) The reviewer will faithfully discharge the duties imposed upon him or her.
- (2) The reviewer has no interest in any publishing or manufacturing organization that produces or sells instructional materials.
- (3) The reviewer is in no way connected with the distribution of the instructional materials.
- (4) The reviewer does not have any direct or indirect pecuniary interest in the business or profits of any person engaged in manufacturing, publishing, or selling instructional materials designed for use in the public schools.
- (5) The reviewer will not accept any emolument or promise of future reward of any kind from any publisher or manufacturer of instructional materials or his or her agent or anyone interested in, or intending to bias his or her judgment in any way in, the selection of any materials to be adopted.
- (6) The reviewer understands that it is unlawful to discuss matters relating to instructional materials submitted for adoption with any agent of a publisher or manufacturer of instructional materials, either directly or indirectly, except during the period when the publisher or manufacturer is providing a presentation for the reviewer during his or her review of the instructional materials submitted for adoption.

Next Steps:

- If you are selected, you will be notified of account activation via email within 30 days. All state expert reviewer notifications regarding the instructional materials review process will be sent via email; hence, please be sure to provide an accurate email address.
- Once your affidavit is received, your bid(s) will be assigned and an email will be sent to start your evaluation(s).
- The entire evaluation process is conducted online, with the evaluation rubric and access to the instructional materials available through the IM Review Portal.
- There is no required travel, and no hardcopy samples will be sent to you.

IM State Expert Reviewer Evaluation Training Materials:

All training materials will be provided in the online reviewer portal referenced above.

The IM Reviewer Training Presentation covers the evaluation policies; areas of review; statutes, State Board of Education rules; rating scale; and how to access, evaluate and use the online evaluation tool. The Reviewer Quick Reference Guide provides a quick tutorial on the IM Review Portal – how to access the materials for review, and review of the evaluation areas. Additional subject-specific training may also be included.

State Expert Reviewer applications and training will begin in September. Reviewer assignments of materials and the instructional materials review period will begin no later than September 2022.

Questions or any issues accessing the publisher’s website or materials must be directed to IM staff at IMStaff@fldoe.org. Do not contact the publisher directly!

Each bid must have a completed online evaluation within three weeks from the assignment date.

IM Contact Information:

Please contact Instructional Materials Program Specialist Amber Baumbach at Amber.Baumbach@fldoe.org, or the IM staff at IMstaff@fldoe.org, 850-245-0425, if you need additional information on the Florida IM Review process.

IM Website: <http://www.fldoe.org/academics/standards/instructional-materials/>

Affidavit: <http://www.fldoe.org/core/fileparse.php/5574/urlt/stateinstructionalrevieweraffidavit.pdf>

Stipend Justification: <http://www.fldoe.org/core/fileparse.php/5574/urlt/StipendJustificationForm.pdf>

Online Substitute Form W-9: <https://flvendor.myfloridacfo.com/>

IM Review Portal: <https://www.flimadoption.org/Home/index>