

THE PROCESS

PROGRAM IDEAS

Identify the gaps in knowledge that you would like to fill for your students, field, community, and WSP. Use this knowledge and passion to come up with innovative, creative, and intellectual rigorous program ideas.

PROPOSAL SUBMISSION

Work on your proposal and gather the required documents. Get feedback on your draft from our highly knowledgeable proposal review committee. Then submit your proposal to the Director of Education & Membership at etamplin@wspdc.org.

LOGISTICS REVIEW

Proposals are vetted for logistical issues such as date or time conflicts, proposal completion and quality, budget needs, and program compliance. If approved, proposals are sent to the appropriate Program Steering Committee. Proposals not approved are returned to the developer with a "Revise and Resubmit" request.

(3-5 Business Days)

TECHNICAL REVIEW

Program Steering Committee will provide a technical review, looking at aspects such as program fit and impact, innovation, intellectual rigor, empirical evidence. If approved, the Chair of the program will move the proposal through. Proposals not approved are returned to the developer with a "Revise and Resubmit" request.

(10-15 Business Days)

FORMAL REQUEST FOR APPROVAL

Program Chair makes a recommendation (decline, conditionally approve*, or approve) to the Faculty-Clinical Staff Council.

(1-3 Business Days)

FCC SELECTION PROCESS

Considering the program in the larger context of the School's mission and values as well as the field, the FCC provides a final decision. The Director of Education & Membership will inform the proposal point of contact.

(3-10 Business Days)

BUDGET PLANNING

If approved, the FCC will work with the Program Chair and developer to submit a budget request and select a program liaison.

PROGRAM PLANNING

The liaison (or Program Chair) will work with the WSP Administrative Team to develop, promote, and deliver the program.

Proposals with "conditional approvals" or "revise and resubmit" will be provided with additional guidance and are required to be resubmitted within 45 days of the decision.