

AU Handbook

Updated October 2021

This handbook will cover how to earn AUs and how to use AUs to navigate the Career Pathways.

Earning Achievement Units (AUs)

There are five sources of AU credits, namely: college courses, performance evaluations, AU courses, the AU menu, and AU projects.

Source # 1 College Credits

Teachers with a Standard Professional Certificate or an Advanced Professional Certificate must upload information about college courses, which will be reviewed to determine eligibility for AUs (must earn a C or better to earn AUs). Unit members on Resident or Conditional certificates are not eligible to earn AUs for coursework. Note that information must be uploaded within 90 days of the final day of the course. To upload information:

1. Log into [Employee Self Service](#).
2. Click "Employee Career Pathway".
3. Select "Initiate Review/Make Correction" and follow

the prompts to "Initiate Review".

4. Upload documentation of credits that have not yet been applied to the current pay grade (e.g., official transcripts).
5. Note the transaction tracking number. Requests and documentation are forwarded to the Career Pathway Service Center for review.

All documentation is subject to official verification. Teachers will receive initial written notification from the Human Capital Office within 10 business days; manager approval takes an additional 5 days, after which the "Career Pathway

Subject	Subject Name	Lvl	Credit Grade
FALL TERM 1995-1996	COURSE	2	SENIOR
2.100	Control System Principles	0	B A
2.110	Control System Principles	0	B A
2.120	Control System Principles	0	B A
2.130	Control System Principles	0	B A
2.140	Control System Principles	0	B A
2.150	Control System Principles	0	B A
2.160	Control System Principles	0	B A
2.170	Control System Principles	0	B A
2.180	Control System Principles	0	B A
2.190	Control System Principles	0	B A
2.200	Control System Principles	0	B A
2.210	Control System Principles	0	B A
2.220	Control System Principles	0	B A
2.230	Control System Principles	0	B A
2.240	Control System Principles	0	B A
2.250	Control System Principles	0	B A
2.260	Control System Principles	0	B A
2.270	Control System Principles	0	B A
2.280	Control System Principles	0	B A
2.290	Control System Principles	0	B A
2.300	Control System Principles	0	B A
2.310	Control System Principles	0	B A
2.320	Control System Principles	0	B A
2.330	Control System Principles	0	B A
2.340	Control System Principles	0	B A
2.350	Control System Principles	0	B A
2.360	Control System Principles	0	B A
2.370	Control System Principles	0	B A
2.380	Control System Principles	0	B A
2.390	Control System Principles	0	B A
2.400	Control System Principles	0	B A
2.410	Control System Principles	0	B A
2.420	Control System Principles	0	B A
2.430	Control System Principles	0	B A
2.440	Control System Principles	0	B A
2.450	Control System Principles	0	B A
2.460	Control System Principles	0	B A
2.470	Control System Principles	0	B A
2.480	Control System Principles	0	B A
2.490	Control System Principles	0	B A
2.500	Control System Principles	0	B A
2.510	Control System Principles	0	B A
2.520	Control System Principles	0	B A
2.530	Control System Principles	0	B A
2.540	Control System Principles	0	B A
2.550	Control System Principles	0	B A
2.560	Control System Principles	0	B A
2.570	Control System Principles	0	B A
2.580	Control System Principles	0	B A
2.590	Control System Principles	0	B A
2.600	Control System Principles	0	B A
2.610	Control System Principles	0	B A
2.620	Control System Principles	0	B A
2.630	Control System Principles	0	B A
2.640	Control System Principles	0	B A
2.650	Control System Principles	0	B A
2.660	Control System Principles	0	B A
2.670	Control System Principles	0	B A
2.680	Control System Principles	0	B A
2.690	Control System Principles	0	B A
2.700	Control System Principles	0	B A
2.710	Control System Principles	0	B A
2.720	Control System Principles	0	B A
2.730	Control System Principles	0	B A
2.740	Control System Principles	0	B A
2.750	Control System Principles	0	B A
2.760	Control System Principles	0	B A
2.770	Control System Principles	0	B A
2.780	Control System Principles	0	B A
2.790	Control System Principles	0	B A
2.800	Control System Principles	0	B A
2.810	Control System Principles	0	B A
2.820	Control System Principles	0	B A
2.830	Control System Principles	0	B A
2.840	Control System Principles	0	B A
2.850	Control System Principles	0	B A
2.860	Control System Principles	0	B A
2.870	Control System Principles	0	B A
2.880	Control System Principles	0	B A
2.890	Control System Principles	0	B A
2.900	Control System Principles	0	B A
2.910	Control System Principles	0	B A
2.920	Control System Principles	0	B A
2.930	Control System Principles	0	B A
2.940	Control System Principles	0	B A
2.950	Control System Principles	0	B A
2.960	Control System Principles	0	B A
2.970	Control System Principles	0	B A
2.980	Control System Principles	0	B A
2.990	Control System Principles	0	B A
3.000	Control System Principles	0	B A

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Profile" and AU balance is updated on Employee Self Service. Please note that the JGP does not manage external course AUs. For questions regarding AUs for college credits contact Human Capital and ask for Mr. William Marcus.

Source # 2 Ratings on Annual Performance Evaluations

You will automatically be awarded AUs based on your annual evaluation, according to the following equivalency.

Proficient or Highly Effective = 12 AUs

Satisfactory or effective = 9 AUs

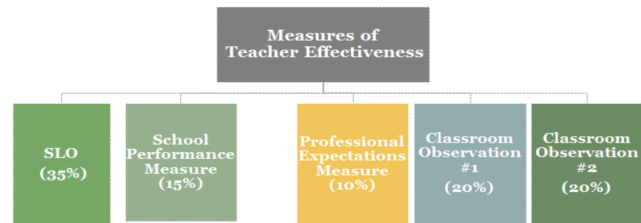
Developing = 3 AUs

Unsatisfactory or Ineffective = 0 AUs

The SY 2022-23 Teacher Effectiveness Evaluation: Components and Weights

SY 2022-23 Teacher Effectiveness Evaluation will maintain the model that teachers and supervisors have experienced since SY 2014-15 in order to ensure continuity and focus on teacher development and authentic conversations about performance.

Where performance data is not available, other components will be reweighted. For example, because there is insufficient data to calculate the School Performance Measure for this year, the remaining components will be reweighted. Please review the reweighting scenarios one-pager on our [Performance Evaluation webpage](#) for more details.



Click [here](#) to learn more about how your EOY evaluation score is calculated.

Source # 3 AU Courses (City Schools Internal PD Courses)

AUs may be earned through professional development coursework that benefits students, colleagues, a school, or the district, and tie into academic achievement. To be eligible, courses must be approved and be grounded in a documented need for a specified or targeted group. Teachers can earn AUs by creating and or facilitating AU-approved professional development courses.



To qualify to be AU-bearing, professional development courses must include:

- A complete cycle of development during which participants learn, implement, reflect, receive feedback, and share
- A connection to standards (local, state, national, discipline, and organizational)

- Data that demonstrates a need
- A minimum of 15 hours (for 1 AU)
- A product output (e.g., lesson plans, unit plans, data analysis, questioning, assessments, work performed by students, differentiated materials)
- Intellectually engaging and rigorous activities
- Modeling of best practices
- A focus on content, pedagogy, and how students learn best Informative feedback, evaluation and monitoring of implementation that measures and demonstrates impact

Find AU-bearing professional development opportunities through the Professional Growth System, available under the ERP portal. AU-bearing courses are also advertised on the JGP's Facebook page at www.facebook.com/EducatorJGP and posted to a [Master AU Course List](#). Some content offices recruit participants independently to target appropriate populations so they may choose not to post them in ERP for registration.

To propose an AU-bearing Professional Development course, see the Guidance and Proposal Form [linked here](#). To request re-approval of a previously offered AU-bearing Professional Development course, see [this form](#).

For the development of a new AU-bearing course, 12 AUs will be awarded after the proposal is approved and the course completes its first iteration, with the potential to earn additional AUs for facilitation hours (at the usual 15 hours = 1 AU ratio).

Source # 4 AU Menu

AU Menu Opportunities for SY '22 - '23

Title <small>If the proposal describing the activity is available, it will be linked here.</small>	Annual AU Potential <small>(1 AU= 15 hours of documented qualifying work)</small>	Description	Coordinator(s)
Academic Content Representative	2+	Content Representatives are defined as Academic Planning Facilitators (APFs) in math and literacy, and GAL Liaisons. These individuals selected by the principal will act as a liaison between Teaching and Learning and the school by delivering key messages around content and assessments, demonstrating best practices for implementing the curriculum, utilizing data to make adjustments to lesson plans and instruction, and relaying information shared by Teaching and Learning with school-based staff. The content representatives will have a direct impact on teacher effectiveness and student achievement in the school, along with bringing attention to the continuum of learners.	Brooke Korch BKorch@bcps.k12.md.us Rae Lymer RLymer@bcps.k12.md.us Michael Turlik mturlik@bcps.k12.md.us
Arts Integration Coach	1-4	The Arts Every Day Arts Integration Training Coach is a principal-designated BTU member who leads arts integration training for teacher colleagues at an Arts Every Day partner school, helping the school embrace arts integration as the foundation of an arts-rich, school-wide culture.	Angela Marroy Boerger angela@artseveryday.org
BUDL Coach	8	The Baltimore Urban Debate League (BUDL) works with teachers in Baltimore City Schools across the district to create competitive debate teams for students from 3rd through 12th grade. Teacher-coaches provide rigorous enrichment that bridges the opportunity gap between the educational experiences of Baltimore City's young people and their peers elsewhere.	Coleen Reyes coleen@budl.org

Approved AU Menu activities are managed by a program coordinator. Examples of some of the AU Menu items include Baltimore City Special Olympics, Union Learning Representatives, and Site-Based School Mentoring. Teachers interested in participating in an AU Menu activity should notify the program coordinator or contact person listed.

If a range of AUs can be earned for participating in an AU menu activity, anyone serving that role must document their hours spent doing that activity to

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quantify for the number of AUs for which they are eligible. Documented activities can only be used to accrue AUs for one menu item and cannot be applied to earn AUs for multiple AU menu items.

Some schools may require multiple staff members to serve a given AU menu item role, based upon the size of the staff body, supervision ratios for students, etc. If there is a desire to have multiple people perform a given role, the AU menu item coordinator and principal will, together, make that decision and grant approval.

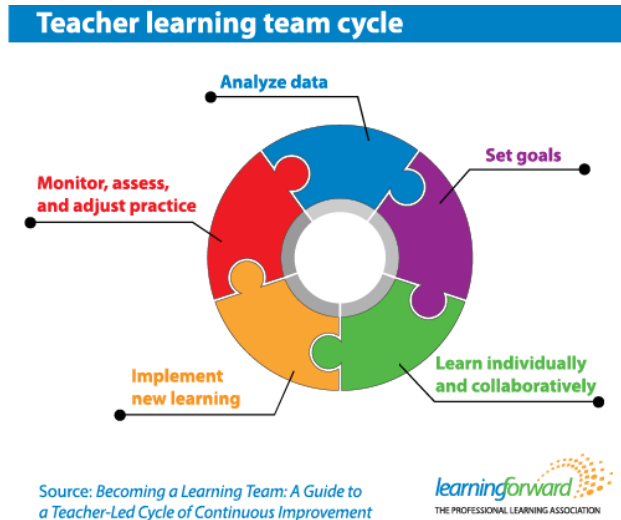
Teachers can also earn AUs by participating in [curriculum writing](#).

To propose a new AU menu item, complete this [AU menu item proposal form](#) and send it to JGP@bcps.k12.md.us. The Teacher Career Pathways Team/JGP will assist you in presenting your proposal to the Joint Oversight Committee (JOC).

Source # 5 AU Projects

AUs may be earned through the development of school-based AU projects. Projects can be aimed at improving the professional practices of an educator and their content peers, a team within a school, or fellow practitioners. Alternatively, educators can identify a student group in need of intervention and develop an AU project to address the students' needs. Please submit an [AU Student Facing Project Proposal form](#) or an [initial AU PLC Project Proposal form](#). AU projects include colleague-facing professional learning communities (PLCs).

Click the image below to find more resources to understand PLCs.



Career Pathways

The following is the language from the 2019 - 2021 Teacher Contract which outlines how the Pathways will work.

Career Pathways are called Standard, Professional, Model and Lead. Interval is the term used to describe movement on the pay scale within a Career Pathway. Each Career Pathway has a number of intervals. Achievement Units (AUs) describe the knowledge and skills that are necessary for an educator to move up the new pay scale. When educators accumulate 12 AUs they move one interval along a Career Pathway.

The BTU and the Board will continue to develop and facilitate the various components of the BPPSLP and create a research base and body of evidence upon which the Program will improve professional practices, increase student learning, and increase career acceleration and opportunities.

A. Joint Oversight Committee

There shall be a Joint Oversight Committee to provide oversight of all planning development and implementation of the BPPSLP. The committee will be composed of 10 members, 5 appointed by the Board and 5 appointed by the Union which shall include the CEO, the BTU President, and their designees, which must meet within 30 days of ratification of the Agreement. The committee will, among other things:

- Define the full scope and objectives of the BPPSLP
- Assess the needs of the district for programs needed by students and the capacity of the professional staff to meet those needs
- Identify educational and professional activities that need to be engaged in by staff, evaluated for effectiveness, and to serve as a basis for compensation decisions
- Create and oversee a system for ensuring reliability and validity of evaluations conducted by principals including, but not limited to observations of teaching to ensure inter-rater reliability.
- Determine whether there are worksites that have experienced significant change in the proportion of teachers receiving lower evaluations as compared to the previous school year. If so, an investigation shall be conducted including the examination of the evidence used in reaching the decisions. The investigation shall be conducted by representatives appointed by the CEO and the President of the Union.
- Create and oversee the process to select members to Professional Peer Review committees, designate their responsibilities, and provide general operating oversight of their work
 - Teachers will apply to the President of the BTU consistent with the application process developed by the Joint Oversight Committee to serve on Peer Review committees.
- If necessary, create subcommittees including but not limited to a subcommittee to ensure that peer reviewers are within the same subject area and grade-level configuration (e.g. elementary, middle, and high school).
- Review and affirm the administrative and infrastructure capacity of the system and certify that the program is ready for implementation
 - The infrastructure must provide the ability for teachers to view all data related to quality control and be integrated into the registration process for Achievement Units (AUs)
- Certify that the district has the resources to implement and sustain this program
- By no later than March 31, 2021, recertify that: 1) the district has the administrative capacity to implement the BPPSLP, 2) the district has developed an infrastructure to implement the BPPSLP, and 3) standards related to implementation, systems of support, and professional context including teaching and learning conditions have been adopted by the Joint Oversight Committee. If the Joint Oversight Committee does not so recertify, the BPPSLP shall terminate on March 31, 2019, and the contract shall be reopened for a cost of living increase on the then existing pay scale.

B. Joint Governing Panel

- Adopt an AU development process consistent with standards for systems of support, professional development, and professional learning communities which include evaluation systems to determine their effectiveness based on multiple measures that
 - Provide a continuum of teacher support based on a teacher's ability to meet teaching standards and the career stage of the teacher
 - Are aligned with the professional teaching standards o Focus on teachers' work with students
 - Use and are informed by teacher evaluation data
 - Are intensive and ongoing
 - Give teachers a say in improving the system based on regular and timely feedback
 - Engage with ideas and colleagues as part of the normal workday
- Develop a menu of AUs for educators in all content areas and grade levels including the following categories:
 - Professional development activities;
 - Contributions to student learning;
 - Contributions to colleagues; and
 - Overall contributions to the school and district.
- Assign AU coordinators to help teachers accumulate AUs.
- Assign teachers who are currently BTU learning reps who will help teachers navigate the promotion process to move to Model and Lead Pathways.
- Implement a system to track teachers' accumulation of AUs
- Continue to develop a menu of AU opportunities. Any AUs accumulated from July 1, 2019 to June 30, 2021 will be banked and applied in increments of 12 (an interval). Any AUs remaining in the bank when pathway movement occurs shall remain in the bank on the pathway in which they were earned.
- Continue to develop a rubric for movement to Model and Lead Pathways to be used by the Professional Peer Review Committee to evaluate the scope and impact of professional practice
- Assist the SBO waiver process and implementation

C. Career Advancement

- Standard, Professional, and Model teachers represent the classroom career
- There shall be no limit on the number of teachers placed in the Standard, Professional or Model Pathways
- Lead Teacher is a promotional opportunity.
- Interval movement within all Pathways requires 12 AUs, which may be earned in a number of ways, including:

AUs may be earned in the following manner:

- Professional Activities in the following categories:
 - Professional development activities;

- Contributions to student learning;
- Contributions to colleagues;
- Overall contributions to the school and district;
- Other approved AUs
- Eligible coursework (e.g., in pursuit of certification, recertification, etc.) accumulated from July 1, 2019 to June 30, 2021 will be converted to AUs.
 - One college credit equals one AU.
 - College credit must be submitted through Employee Self Service within 90 days of course completion
 - Unit members seeking initial certification shall not be eligible for AUs for coursework.
- AUs may be earned through the development of school-based AU projects. To submit a new AU project for approval, first review [the approval process and timeline](#). Please submit an [AU project proposal form](#) to PD@bcps.k12.md.us for pre-approval.
- AU Credit for Annual Evaluation
 - Highest rating on Evaluation (Proficient or Highly Effective) = 12 AUs
 - Second highest or middle rating on Evaluation (Satisfactory or Effective) = 9 AUs
 - Any rating above Unsatisfactory or lowest rating (Developing) that requires support or intervention = 3 AUs
 - Failure of Principal to Issue an Annual Evaluation within contractual time limits results in an Effective Rating
 - If the CEO places an employee on mandatory Administrative Leave with pay for a period of time that results in the failure of the issuance of an Annual Evaluation the individual shall receive no lower than an Administrative Satisfactory/Effective rating on his Annual Evaluation.
- An employee may move from Standard Pathway to Professional Pathway by either transitioning through the highest interval within the Standard Pathway, or approval by the Professional Peer Review Committee.
- For an employee to move beyond the Professional Pathway to Model or Lead teacher he or she must obtain approval by the Professional Peer Review Committee.
- For promotion into the Lead teacher Pathway, a teacher will be placed into a pool of eligible candidates by the Professional Peer Review Committee. Principals will then interview the first five candidates by date of entry into the pool and content area.
 - Supplemental salary schedules remain in effect, and increased by COLAs, e.g. coaches, clinicians, department heads, etc.
- Continual differential across all Pathways
- Movement for teachers at the top of the Scale in Professional, Model and Lead Pathways and Longevity
 - Longevity payments based on accumulation of 24 AUs shall be provided in the amount of 1% of current salary.
 - Teachers will receive a 1% increase in salary upon earning recertification.
- Movement for Related Service Providers who are at the top of the scale

- Effective July 1, 2018 Related Service Providers (RSP's) who are at the top of the scale in a Pathway and hold a license in lieu of a certificate will receive 1% increase once every five (5) years by providing a copy of their current valid license to the Human Capital Office. The process for RSP's will follow the process timeline for certificated members of the bargaining unit using either July 1 or January 1 as the eligibility effective dates for submission of proof of licensure.
- RSP's who were at the top of the scale as of July 1, 2018 will be eligible to submit their license to receive the 1% increase retroactive to July 1, 2018. In addition, RSP's who moved to the top of the scale between July 1, 2018 and December 31, 2018 may provide their valid license to receive the 1% increase effective January 1, 2019. The Office of Human Capital will provide a list of current RSP's who are eligible to receive this increase.

D. Model and Lead Educators

Model and Lead teacher status shall be reviewed every five years. If the Model teacher has a Developing or Ineffective rating he or she shall remain on the Model pathway and shall retain their current pay level but shall not be eligible for interval movement until he or she has proficient/highly effective evaluations for 3 out of 5 years.

E. Evidence of Success

By no later than March 31, 2021, the Joint Oversight Committee must certify that a research base and body of evidence upon which the BPPSLP concept has improved professional practices, increased student learning, and increased career acceleration and opportunities as evidenced by increased interval and Pathway movement and lead teacher placement. If the Joint Oversight Committee does not so certify, the BPPSLP shall terminate on March 31, 2019, and the then existing pay scale shall be converted into a traditional salary scale based upon steps and lanes with no loss of salary or benefits.