EMPORIA STATE UNIVERSITY
THE TEACHERS COLLEGE

PROCEDURES OF DUE PROCESS FOR EARLY TERMINATION
OF AN OFF-CAMPUS TEACHER EDUCATION ASSIGNMENT*
(Revised 2009)

The following statement of procedures and policy pertains to candidates of Emporia State University who are assigned by The Teachers College as PDS Interns or student teachers. Hereafter in this document, PDS Interns and student teachers will both be referred to as candidates. The following steps shall apply unless the Office of Professional Education Services (OPES) Director or designee determines that an emergency situation exists at which time a candidate may be immediately removed from an assignment. Should an immediate removal from an assignment be deemed necessary at any step of this procedure, the candidate may file an appeal beginning at step 5.

1. Within a week of identified deficiencies or problems, the mentor teacher** shall meet with the candidate to discuss the deficiencies or problems in an attempt to resolve them and document the date of occurrence. If this meeting does not occur, the candidate will contact her/his education supervisor to determine a plan of action.

2. For deficiencies or problems that continue, the mentor teacher, candidate, and education and/or academic supervisors shall within two weeks of the date of occurrence documented in step 1 jointly detail in writing the candidate’s deficiencies or problems, identify specific ways to remedy them, and specify a timeframe for improvement. The candidate will be informed in writing that not meeting the expectations specified could result in early termination of his/her teaching assignment or an unsatisfactory grade. If this meeting does not occur, the candidate will contact her/his education supervisor to determine a plan of action.

3. If deficiencies or problems are not resolved in accordance with the timeframe for improvement specified in step 2, the education supervisor will notify the OPES Director or designee of the deficiencies or problems, and the OPES Director or designee will set up a joint meeting of the mentor teacher(s), candidate, candidate supervisor(s), and her/himself to clarify the problem, mediate the positions of all parties, and identify resolutions that are acceptable to all parties. Following the meeting, a contract signed by all parties will specify the expectations of the candidate and the timeframe for improvement, including a date by which expectations must be met.

4. On or before the date by which expectations must be met, as specified in the contract, the candidate will be informed by the OPES Director or designee whether she/he will be allowed to continue or withdrawn from an assignment. If the candidate is withdrawn from an assignment, she/he will be given notification in writing as to the reasons for the withdrawal, date withdrawal is effective, and information regarding appeal procedures.

5. If the candidate is withdrawn from his/her assignment, then he/she may appeal the decision and request that the Associate Dean of The Teachers College convene a Candidate Retention Appeals Committee. The candidate must submit his/her appeal in writing three (3) working days after receiving the notice of withdrawal from an assignment. The candidate will not be allowed to continue an assignment during the appeal process.

6. Within five (5) working days after receiving the request for an appeal, the Associate Dean shall oversee the appointment of members to a Candidate Retention Appeals Committee and schedule a hearing.

*Assignment will usually refer to a student teaching placement but may apply to any placement of a candidate in a school or other setting outside of the University.

**Mentor teacher refers to any candidate supervisor in a school or other setting outside of the University.
7. The Candidate Retention Appeals Committee shall be composed of the following five (5) voting members:
   • Two representatives from the school district in which the candidate is placed
   • One ESU faculty representative excluding the designated academic supervisor from the academic area in which the student teacher is teaching, appointed by the department chair of the academic area. If the student teacher has two placements, the academic area is the one that corresponds to the content area where the concern has arisen.
   • One ESU faculty representative from elementary (if the candidate is elementary) or secondary (if the candidate is secondary) education appointed by the Associate Dean of the Teachers College
   • One Junior or Senior ESU teacher education candidate from the academic area of the student teacher and appointed by the department chair of that academic area

The Associate Dean of The Teachers College or his/her designee will convene the Committee and serve as a non-voting chair of the Candidate Retention Appeals Committee. A Committee member may be replaced only if the candidate can demonstrate a conflict of interest as judged by the Associate Dean of the Teachers College.

The Candidate Retention Appeals Committee must meet within ten (10) working days of the date of the appeal.

8. For the purpose of answering any questions that might arise, the following persons should be present for the meeting of the Candidate Retention Appeals Committee:
   • Candidate
   • OPES Director or designee
   • Education Supervisor(s)
   • Academic Supervisor (s) (if applicable)
   • Mentor teacher(s)

In the event one or more of the required members cannot attend, the Associate Dean of The Teachers College will approve a substitute.

A parent or guardian may attend the hearing. Neither the University nor the candidate may be represented by legal counsel at the meeting of the Candidate Retention Appeals Committee.

9. The place of the hearing shall be determined by the College and shall be held at a location that is reasonably convenient for all parties involved.

10. The candidate shall present his/her own case to the Candidate Retention Appeals Committee.

11. Within 24 hours of the meeting, the Candidate Retention Appeals Committee shall make one of the following decisions:

   (a) Uphold the decision to withdrawal the candidate from his/her assignment. If the Committee’s decision is option (a), the candidate may appeal to the Dean of the Teachers College.

   (b) Reinstate the candidate to his/her current assignment. If the Committee’s decision is option (b), the candidate will return to his/her current placement at a time specified by the Committee.

   (c) Permit the candidate to complete an assignment as stipulated in a written contract (e.g. redemption, lengthen time, different placement). If the Committee’s decision is option (c), the candidate must agree to the stipulations and fulfill them. The OPES Director or designee, mentor teacher(s), and education and academic supervisors will determine if the conditions have been fulfilled by the candidate. Failure on the part of the candidate to meet the stipulations will result in a failing grade for an assignment.

12. The candidate shall be informed in writing of the findings and decision of the Committee within 48 hours following the meeting of the Committee.