DRAFT REVISIONS

**Retention Appeal Procedure**

If a teacher education candidate has three unresolved disposition concerns or any disposition concern of severe concern filed, progression in the teacher education program is stopped. The teacher candidate may appeal this decision to the Council for Teacher Education Teacher Education Review Board (TERB) via the Director of the Cecilia J. Lauby Teacher Education Center.

**Guidelines for Submitting Appeals to the TERB**

**Student Appeal Information**

Appeals must be submitted within 2 weeks from the date they receive notice of stopped progression in the teacher education program. The written appeal must be submitted to the Director of the Lauby Teacher Education Center, Dr. Christy Borders via the student online appeal form at <https://education.illinoisstate.edu/teacher/clinical/>. Prior to submitting the written appeal, the student is strongly encouraged to schedule an appointment with Dr. Borders, as she will review the appeals process and answer your questions. Please contact Jill Janes (jejanes@ilstul.edu or 438-5053), to schedule an appointment with Dr. Borders.

The director will informally discuss the situation with the student in an effort to determine what steps have been taken toward resolution. The director will forward any appeals to the chairperson of the Council for Teacher Education.

The student appeal includes the following information:

• student contact information

• a listing of unresolved dispositions or severe concern filed

* identification of the act(s) or decision(s) being challenged

• a statement of why the teacher candidate feels the act or decision is unauthorized or unjust

• any additional information the teacher candidate would like to include for the review committee

* be concise and specific, with names and dates wherever relevant and possible

• description of attempts to reach an agreement through informal discussions with the involved parties.

• supporting documentation such as, but not limited to, the following:

* documents from advisors, supervisors or department personnel,
* letters or statements from those directly involved in the situation,
* transcripts of interviews, and
* other supporting evidence that would help clarify the student's position.

**Teacher Education Program Appeal Information**

Teacher education program coordinators will be notified of the teacher candidate’s stopped progress. If the teacher candidate submits an appeal, the teacher education program coordinator will be notified by the Director of the Cecilia J. Lauby Teacher Education Center. The teacher education program will have 2 weeks from that date to submit any additional information for review by the TERB. Additional information will be submitted via the teacher education program online appeal form at https://education.illinoisstate.edu/teacher/clinical/.

The program appeal includes the following information:

• Listing of unresolved or severe concerns filed

• Documentation of any relevant department or program guidelines or policies and how/when those were communicated to the teacher candidate

• Supporting documentation such as, but not limited to, the following:

* emails, documents, or other supporting evidence that helps to clarify the program’s position

• description of attempts to reach an agreement through informal discussions with the involved parties.

The TERB will act on the appeal within 2 weeks of receipt of the teacher education program appeal information. The teacher candidate and program will be informed of the TERB decision no later than 5 days after the TERB decision. Upon receipt of the decision of the TERB, the teacher candidate may appeal to the full Council for Teacher Education within 10 working days via the online form at https://education.illinoisstate.edu/teacher/clinical/. The student must indicate on the form whether he or she will be bringing legal counsel.

**Procedures to appeal to the full Council for Teacher Education**

Upon receipt of the teacher candidate’s CTE appeal, the director of the Cecilia J. Lauby Teacher Education Center will inform the chairperson of the CTE who shall arrange for a swift and comprehensive investigation of the matter under consideration.

The decision of the review board shall be sent in writing to the complainant and other parties involved within 10 working days after the review.

The complainant may appeal the decision of the TERB to the full body of the council. Such an appeal must be in written form and received within 10 working days via the online form at https://education.illinoisstate.edu/teacher/clinical/. The council CTE will schedule a hearing for a regularly scheduled meeting date. The decision of the council CTE will be communicated to the student and other appropriate parties within 30 days of the decision.

In all matters regarding admission to teacher education, retention in teacher education, and teacher certification, complainants have the right to be represented by legal counsel.

For detailed information regarding the format for the Council for Teacher Education hearing, the complainant should contact the dean's office in the College of Education Director of the Cecilia J. Lauby Teacher Education Center.

(Council for Teacher Education Approved Procedures: DATE)