

## **SCUSD Induction Appeal Process**

**The Sacramento City Unified School District Teacher Induction Program Appeal Process is as follows:**

### **1. Eligibility**

At the point of hire, the employing agency confirms a candidate's credential status with the California Commission on Teacher Credentialing (CTC). Eligibility requirements include posting a preliminary California Teaching Credential with the CTC in either General Education or as an Education Specialist prior to participation in Induction. Using the enrollment forms provided by the District and the Induction Program, Human Resources staff and/or staff from the Office of Teacher and Leadership Development will, upon hire, refer and or provide eligible candidates with program information. Included in the forms are the: New Hire Form, Induction Brochure, PT Letter of Commitment, PT Roles and Responsibilities, Induction Handbook, Decline to Participate. An eligible teacher, upon submission of all required forms, will be enrolled into the SCUSD Induction Program.

### **2. Candidate Work**

Satisfactory completion of work is based on two components:

- **Completion of Required Documentation and Tasks**

Participating Teacher work must offer evidence of growth along the Continuum of Teaching Practice (CTP) as it relates to the California Standards for the Teaching Profession (CSTPs). Participating Teachers' submissions must provide specific examples of progress and professional development as it relates to the CSTPs. Timely completion of all Induction work may affect enrollment and participation in the program.

- **Attendance and Participation during Sessions**

Attendance and participation during required sessions insures all Participating Teachers are receiving the professional development and guidance to complete all Induction Requirements.

### **3. Colloquium**

All Participating Teachers must successfully complete and submit an electronic portfolio at the end of each year which includes evidence towards mastery of the CSTPs. Each Participating Teacher must present their portfolio at the annual Colloquium. Participating Teachers will be given credit/no credit for meeting expectations as outlined in the Colloquium guidelines.

### **4. Determination**

If work and or attendance/participation is deemed as Satisfactory by Induction coordinator (meets all program requirements), then SCUSD Induction coordinator will recommend to the California Commission on Teacher Credentialing (CTC). If work and/or attendance/participation is deemed unsatisfactory, and a recommendation is not being forwarded to the CTC, and/or it is deemed that the Participating Teacher needs to complete additional time in the SCUSD Induction Program, the Participating Teacher may file an appeal to the decision.

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### **Step 1: Informal Appeal Process**

- The Participating Teacher discusses the issue with the SCUSD Induction Program Coordinator

### **Step 2: Formal Appeal Process**

- If the issue is not resolved within the informal process, a written appeal may be filed with the Assistant Superintendent of Curriculum and Instruction.
- The Assistant Superintendent of Curriculum and Instruction will conduct a review of the records and meet with applicable parties within 10 working days of receipt of the appeal.
- After conducting the meeting and completing a full review of the records and information, the Assistant Superintendent of Curriculum and Instruction will send a written response to the Participating Teacher outlining the findings and determination within 10 working days.

### **Step 3: Appeal to the Chief Academic Officer**

- If the issue is not resolved in step 2, the Participating Teacher may submit an appeal to the Chief Academic Officer.
- The Chief Academic Officer will conduct a review and meet with the Participating Teacher within 10 working days upon receipt of the appeal.
- The Chief Academic Officer will prepare a written response with the findings to the Participating Teacher within 10 days of the meeting.

### **Step 4: Appeal to the California Commission on Teacher Credentialing (CTC)**

- If the issue is not resolved in step 3, the Participating Teacher may submit an appeal to the California Commission on Teacher Credentialing (CTC) directly