

**Eastern Kentucky University**

**College of Education**

**Professional Education Admissions Committee Process**

## **Membership**

The Professional Education Admissions Committee is composed of members representing related academic units for the preparation of teachers and related professionals.

In this document the term "Committee" refers to the Professional Education Admissions Committee (PEAC).

### **Members with Continuing Status**

Members with continuing status participate in the process but only the Undergraduate Coordinator casts a vote.

- The Director of Professional Education Services (non-voting)
- Representative from the office of Professional Education Services (non-voting)
- One (1) P-12 Public School Principal (non-voting)
- The Undergraduate Coordinator for the Department of Teaching, Learning and Educational Leadership (Voting)

### **Voting Members**

- At a minimum there are 12 regular voting members
- More voting members may be selected by special appointment by the CEAHHS Dean
- Quorum is met when 50% of voting members plus one are present
- For 12 voting members, quorum is met at 7 voting members

### **Elected/appointed by the Department/College for a two-year term**

Members who are elected/appointed by the department for a two-year term participate in the process and cast a vote. They are eligible for re-appointment.

- Two (2) faculty members from the Department of Teaching, Learning, and Educational Leadership; 1 faculty member alternate
- Two (2) faculty members from the Department of Applied Human Sciences that teach content for classes for licensure programs; 1 faculty member alternate

### **Appointed by the CEAHHS Dean in consultation with appropriate academic Deans for a three-year term**

Members who are appointed for a three-year term participate in the process and cast a vote. They are eligible for re-appointment.

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- One (1) faculty member from the College of Science, Technology, Engineering and Math that teaches content classes for licensure programs; 1 faculty member alternate
- One (1) faculty member from the College of Letters, Arts, & Social Sciences that teaches content classes for licensure programs; 1 faculty member alternate
- One (1) faculty member from the College of Business that teaches content classes for licensure programs; 1 faculty member alternate

### **Appointed via nomination process to the CEAHS Dean for a one-year term**

Members who are appointed for a one-year term participate in the process and cast a vote. They are eligible for re-appointment.

- One (1) undergraduate professional education major
- One (1) graduate student in an education certification program
- Two (2) faculty members from P-12 schools

### **By special invitation of the CEAHS Dean for a one-year appointment**

Member(s) by special invitation of the CEAHS Dean for a one-year term participate in the process. Their voting status will be determined via the special invitation.

- Member(s) at the invitation of the CEAHS Dean

### **Chair of the Committee:**

A committee chair and vice chair will be elected by voting faculty on the committee. Nominations for the election of chair and vice chair may come from all identified member categories noted above.

#### **Committee Chair**

The Committee Chair shall open and close each meeting, introduce the candidate(s) to the committee, and serve as the spokesperson between the committee and the candidate. The chair may be asked to pre-screen candidates with the Director of Professional Education Services.

#### **Vice-Chair**

The vice-chair will fulfill the duties and responsibilities of the chair in the event that the chair is unable to be present or unable to serve secondary to a conflict of interest.

### **Other Attendees**

#### **Consultants**

Consultants may be invited to attend a PEAC meeting based on the relevancy of the candidate case as it pertains to their position.

#### **Candidate**

Students referred to attend the PEAC meeting. Candidates participate in the process of their individual meeting and do not cast a vote.

### **Silent Advisor**

Silent Advisors may be invited to attend a PEAC meeting at the candidate's request. The silent advisor supports the candidate. They do not participate in the process or cast a vote.

## **Candidate Rights:**

### **Hearing**

The candidate has the right to represent themselves in person before a decision is made, unless the candidate fails to appear at the PEAC hearing. If the candidate does not attend the designated PEAC hearing, the hearing may continue in the candidate's absence.

### **Silent Advisor**

The candidate has the right to be assisted by a silent advisor of his/her choice throughout the PEAC hearing process. However, the candidate is responsible for presenting his/her case. The silent advisor may only advise the candidate and may not actively participate in the hearing process.

## **Candidate Compliance:**

- Candidates who accept decisions of the Professional Education Admissions Committee must submit a written acceptance to the PEAC Chair with a copy to the Professional Education Services office within five (5) business days following the decision.
- Candidates who wish to appeal decisions of the Professional Education Admissions Committee must submit a written appeal to the PEAC Chair with a copy to the Professional Education Services office within five (5) business days following the decision. An appeal may be made only on justifiable grounds including: (1) irregularity in proceedings, (2) sanctions inconsistent with the nature of the violation, (3) or additional pertinent information not available for the original hearing.

## **NOTIFICATION**

Candidates are notified of their admission status upon completion of all requirements. The PEAC will use the authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, safeguards shall be observed to ensure due process to candidates who are allegedly or are responsible for violations of the Professional Code of Ethics and General Rules Concerning Candidate Behavior.

## **PEAC Purpose:**

When a candidate applies to the Professional Education Program, staff within the office of Professional Education Services will

1. Monitor and determine candidate admission eligibility

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2. Record admission status in the College of Education and Applied Human Sciences management system
3. Report Candidate admission status to the Education Professional Standards Board
4. Screen candidates for dispositional concerns and refer them to the Professional Education Admissions Committee

The Professional Education Admission Committee (PEAC) shall

1. Ensure that applications for admission to Professional Education programs at ECU meet and maintain the established requirements for admission to an approved program.
2. Review all candidates who have flags on the background, CAN Checks, or the Professional Character and Dispositions form to determine if they are eligible to continue in clinical placements/program.
3. Review all candidates referred to PEAC for dispositional concerns in clinicals in accordance with the Disposition Policy.

The Chair may convene sub-committees for specific topics at their discretion.

Confidentiality is maintained throughout the process.

### **Step 1 - Meeting with Director and/or Assistant Director Meeting**

Every candidate enrolled in a professional education program must successfully demonstrate that they possess the professional dispositions necessary to support student learning and development. Professional attitudes, values, and beliefs are demonstrated through the verbal and non-verbal behaviors of each candidate as they interact with students, families, colleagues, and communities. These dispositions are observed and assessed by professors and clinical educators throughout the Professional Education Program.

**Students with infractions in the course of their Professional Education courses or on their ECU student conduct record will self-report such infractions and meet with either the Director or Assistant Director of professional education services to discuss the infraction.**

**Failure to self-report infractions may result in escalation to Step 2**

**Infractions are defined as follows:**

- Any of the following infractions related to a candidate's clinical experiences and professional education courses
  - Repeated dress code violations as reported by the student's clinical educator or cooperating teacher on a dispositional evaluation
  - Dispositional concerns in two or fewer areas as reported by the student's clinical educator, cooperating teacher or other direct supervisor on a dispositional evaluation
  - Failure to meet with advisor to create a Professional Improvement Plan

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- Failure to meet Professional Education Services deadlines, including application deadlines to the Teacher Education Program and Student Teaching
- Failure to maintain professional boundaries at clinical placement as reported by cooperating teacher
- Failure to report conflict of interest with regards to clinical placement
- Other behavioral concerns at the discretion of the office of Professional Education Services

**Consequences issued by a Step 1 meeting may include one or more of the following:**

- Approval to continue in the program with the understanding that additional infractions may result in escalation to a Step 2 meeting
- Referral to Student Success Center for additional support
- Approval to continue in the program with the creation of a Professional Improvement Plan to address any dispositional concerns
- Immediate removal from clinical placement until a new placement can be found
- Immediate removal from clinical placement (if applicable) and escalation to Step 2 to allow the full PEAC to determine a student's status

If it is determined a student will need to attend a Step 1 meeting, they will be notified via email, and scheduled to meet with either the Director or Assistant Director of Professional Education Services.

Students will be sent a letter via email informing them of their decision within 10-15 business days of their meeting.

**Step 2 - Meeting with Professional Education Admission Committee (PEAC)**

Professional Education Services Staff Members monitor individual candidates who present violations noted on the ethics declaration, information obtained through background checks or university records, and faculty/staff reported incidents of behaviors that may affect candidate admission status or eligibility to remain in a professional education program and may make referrals to the PEAC for review. Prior to or after admission has been granted, the PEAC Chair may convene the Committee to evaluate a candidate's admission status or eligibility to remain in a professional education program.

**Students with infractions in the course of their Professional Education courses or on their ECU student conduct record will self-report such infractions and may be referred to meet with the PEAC to discuss the infraction.**

**Infractions that trigger a meeting with the PEAC are as follows:**

- Recommendation to meet with PEAC as a consequence of a Step 1 meeting
- Any of the following infractions related to a candidate's clinical experiences and professional education courses
  - Persistent dispositional concerns as reported by a student's clinical educator or cooperating teacher on their dispositional evaluation

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- Falsification of timesheets, calendars or clinical observation records
- Repeated failure to attend meetings scheduled with your Clinical Educator
- Repeated violations following a meeting with the director or assistant director of Professional Education Services
- Dispositional concerns in two or more areas noted by the same evaluator across two semesters
- Dispositional concerns in two or more areas noted by two or more evaluators
- Failure to meet with PES director following a failure to meet with advisor to create a professional improvement plan
- Failure to follow professional improvement plan
- Concerns, infractions, or legal issues revealed on criminal background check
- Concerns, infractions, or legal issues revealed on a Child Abuse and Neglect report
- Other behavioral concerns at the discretion of the office of Professional Education Services

### **Consequences Issued by a Step 2 Meeting with PEAC may include the following**

- Approval to continue in the program with the understanding that any additional infractions may result in the student returning to the PEAC
- Reporting of University Violations related to academic integrity to the office of student conduct
- Referral to Student Success Center for additional support
- Approval to continue in the program with one or more of the following additional requirements
  - Creation of a Professional Improvement Plan with the student's advisor
  - Ordering a new state and/or national background check
  - Submission of a written essay
  - Re-take clinical courses
  - Re-take student teaching
- Removal from the Teacher Education Program
- Recommendation of escalation to a Step 3 meeting

If it is determined a student will need to attend a Step 2 meeting with the PEAC, they will be notified via email, and scheduled to meet with the PEAC.

Students will be sent a letter via email informing them of their decision within 10-15 business days of their meeting. Candidates have the right to appeal the decision of the committee.

### **Step 3- Department Chairs -Appeal of decision(s)**

The PEAC Chair will convene a meeting consisting of a member from Professional Education Services, the Department Chair from Teaching, Learning and Educational Leadership, and, if applicable, the candidate's program chair from their primary college within ten (10) business days from receipt of the written appeal.

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**A Step 3 meeting can be triggered by the following:**

- Appeal of Step 2 PEAC Decision
- Recommendation of escalation by PEAC

**Consequences Issued by a Step 3 Meeting with the chair may include the following**

- Approval to continue in the program with the understanding that any additional infractions may result in the student returning to the PEAC
- Approval to continue in the program with one or more of the following additional requirements
  - Creation of a Professional Improvement Plan with the student's advisor
  - Ordering a new state and/or national background check
  - Submission of a written essay
  - Re-take clinical courses
  - Re-take student teaching
- Removal from the Teacher Education Program

Students will be sent a letter via email informing them of their decision within 10-15 business days of their meeting. Candidates have the right to appeal the decision of the committee.

**Step 4 - College of Education Dean -Appeal of decision(s)**

The PEAC Chair will convene a meeting with the College of Education and Applied Human Sciences Dean and/or Associate Dean

within ten ( 10) business days from receipt of the written appeal.

**A Step 4 meeting can be triggered by the following:**

- Appeal of Step 3 Decision

**Consequences issued by a Step 4 Meeting may include the following**

- Approval to continue in the program with the understanding that any additional infractions may result in the student returning to the PEAC
- Approval to continue in the program with one or more of the following additional requirements
  - Creation of a Professional Improvement Plan with the student's advisor
  - Ordering a new state and/or national background check
  - Submission of a written essay
  - Re-take clinical courses
  - Re-take student teaching
- Removal from the Teacher Education Program

Students will be sent a letter via email informing them of their decision within 10-15 business days of their meeting. The Dean's decision is final.

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