

Teachers Academy

Handbook of Policy and Procedures

Barbara Levin, Director

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UNCG

This handbook contains the most recent versions of the policies and procedures adopted by members of Council of Program Coordinators to be followed by all members of the Teachers Academy. In all cases, University policy supersedes these policies.

Policies	Procedures
Re-affirmed or Approved, 4/6/13, 11/23/13	
<p>Policy Requiring a Criminal Background Check:</p> <ul style="list-style-type: none"> All students seeking entrance to a licensure program must request a criminal background check as part of the application process. The School of Education Associate Dean will examine any findings made in connection with the background check and conduct any further investigation deemed necessary to determine whether a student will be allowed to continue in the program, and if so, under what circumstances. 	<p>Students applying to any licensure program must complete the Criminal Background Check Form located on the OSS website at http://oss.uncg.edu/formsapplications/ submit it as part of their application.</p> <p>The Director of OSS will advise students of any findings as a result of the background check.</p>
<p>Policy on Admission to Teachers Academy for Undergraduates:</p> <ul style="list-style-type: none"> a 2.5 overall GPA or higher, passing scores on the Praxis I tests, SAT or ACT other program-specific requirements for admission 	<p>Admissions requirements vary by program. Candidates should know program specific requirements. This information is available on their department websites, handbooks of their licensure programs and/or in the <i>UNCG Undergraduate Bulletin</i>.</p> <ul style="list-style-type: none"> Candidates should also speak with their advisors about admission requirements. Candidates should apply for admission to Teacher Education at the end of their <u>sophomore year</u>. All candidates should be admitted no later than the <u>first semester of their junior year</u>. Candidates must request background check
<p>Policy on Admission to Teachers Academy for</p> <ul style="list-style-type: none"> Transfer students should apply to Teacher Education when they are admitted to the university if they have completed General Education Courses. Transfer students who do not meet all requirements for admission to Teacher Education must complete at least 12 semester hours at UNCG with a GPA 2.5 or better, earn the required scores on the PRAXIS I reading, writing, and mathematics tests, and complete departmental requirements. 	<ul style="list-style-type: none"> Candidates must request background check
<p>Policy on Admission to Teachers Academy for Graduate students:</p> <ul style="list-style-type: none"> Applicants must hold a Bachelor’s Degree and a major that meets the requirements of the master’s program. Deadlines for admission vary by program The graduate licensure program will review candidates’ GPAs and GRE scores, along with 	<ul style="list-style-type: none"> Candidates must complete an online application for admission to the M.Ed. or M.A. Program from the Graduate School at 241 Mossman Building or online at www.uncg.edu/grs. Candidates must request background check The department will notify the Office of Student Services that candidates have been

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<p>other required documents, in making a decision about admission.</p> <ul style="list-style-type: none"> Admission to the graduate program constitutes admission to Professional Education. 	<p>admitted to a M.Ed. program.</p>
<p>Policy on admission to Teachers Academy for undergraduate alternative licensure-only in Art, Birth-Kindergarten, Professions in Deafness, Health & Physical Education, Music and Theatre Arts.</p> <ul style="list-style-type: none"> Candidates must have a major or at least 24 semester hours that are relevant to the teaching licensure area North Carolina passing scores on the Praxis II exam(s) in the licensure area. A minimum GPA of 2.5 is required for admission in most disciplines. (Several disciplines require a GPA of 2.7 or higher.) Candidates who do not meet the GPA admission requirement may be eligible for admission if they: <ul style="list-style-type: none"> Had a GPA of 3.0 in their major <i>or</i> Had a GPA of 3.0 in their senior year <i>or</i> Had a GPA of 3.0 in 15 credit hours related to their teaching field that they took after completing their undergraduate degree program and within the last five years 	<ul style="list-style-type: none"> Follow application procedures (outlined in the Teacher Education Handbook) Candidates must request background check
<p>Policy on admission to Teachers Academy for graduate alternative licensure-only (NCTEACH program) in Middle Grades Language Arts, Math, Science & Social Studies; Secondary English, Latin, Mathematics, Science & Social Studies; French and Spanish.</p> <ul style="list-style-type: none"> A GPA of 3.0 is required with strong letters of recommendation. Candidates are expected to maintain a minimum overall GPA of 3.0 to be eligible to continue in the program. Candidates must have a teaching position in their content area at an NCDPI accredited school by the first week of classes for the fall semester that they begin their clinical experience seminar experience. A successful year of lateral entry teaching in a public school is a requirement for both 	<ul style="list-style-type: none"> Candidates must complete an online application for admission to the M.Ed. or M.A. Program from the Graduate School at 241 Mossman Building or online at www.uncg.edu/grs. Candidates must submit a criminal background check as part of their application. Candidates are reviewed for admission by the program coordinator, the chair of teacher Education and Higher education, and the NCTEACH advisor/Director of Graduate Studies. The department will notify the Office of Student Services that candidates have been admitted to a M.Ed. program. If admitted on a provisional basis (GPA below 3.0) then candidates MUST earn a B or better in the first two graduate level courses to remain in the program. <p>All candidates must provide proof of</p>

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<p>licensure and a co-requisite for some of the NCTAEACH courses.</p> <ul style="list-style-type: none"> • Candidates must have a major or at least 24 semester hours that are relevant to the teaching licensure area in North Carolina and passing scores on the Praxis II exam(s) in the licensure area to be recommended for licensure. 	<p>professional liability insurance throughout the program.</p> <ul style="list-style-type: none"> • Candidates’ teaching placements must be within 50 miles of UNCG. • Ratio of teacher to students must be at least an average of 1 to 15. • Candidates must submit a copy of the North Carolina teaching license to the Office of Student Services.
<p>Policy on provisional admission and re-admission to <u>undergraduate</u> programs:</p> <ul style="list-style-type: none"> • Undergraduate candidates who are admitted provisionally must meet the requirements outlined on their provisional admission letters within the stated time period in order to continue in the program. 	<ul style="list-style-type: none"> • Each program area includes details about its policies on provisional admission and re-admission in its program handbook
<p>Policy on provisional admission and re-admission to <u>graduate</u> programs (MAT, M.Ed. and PBC):</p> <ul style="list-style-type: none"> • Graduate-level candidates who are admitted provisionally must meet the grade requirements outlined on their admission letters within the stated time period in order to continue in master’s and post-baccalaureate programs. 	<p><u>Example</u> from MAT in Elementary Education program:</p> <ul style="list-style-type: none"> • Generally, a GPA of 3.0 is required, but decisions are made on an individual basis. Some students with lower GPAs may be admitted <u>provisionally</u>. • The provision is to maintain 3.0 GPA in all courses during the first semester in the program. • If the provision is met, the student gains full admission to the program. If not, the student must leave the program. • <u>Re-admission</u> to the program will be considered after one year. Any changes in the program must be met by re-admitted students.
<p>Policy on Re-Admission to Teacher Education:</p> <ul style="list-style-type: none"> • Students may be re-admitted to a licensure program if the program coordinator determines if they can fulfill all the requirements of the program. 	<ul style="list-style-type: none"> • Applications for students seeking re-admission to a licensure program must be reviewed the program coordinator to determine if they can fulfill all the requirements of the program. • Students seeking re-admission to a licensure program after withdrawing for personal or medical reasons may be re-admitted as soon as they are able to fulfill all the requirements of a program. • If dismissed for cause from a program, students must wait one year to re-apply to any licensure program.
<p>Policy on Professional Liability Insurance:</p> <ul style="list-style-type: none"> • All candidates enrolled in courses that include field experience are required to purchase 	<ul style="list-style-type: none"> • Students must provide proof of having current \$1,000,000 in Professional Liability insurance to the Office of Student Services (OSS) before

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<p>professional liability insurance <i>prior</i> to starting any internship, practicum, or student teaching experience. Professional liability insurance should be in effect for each course that requires a field experience, as well as during student teaching. In instances in which a student causes damage or injury during the field experience or student teaching, neither the University nor the state of North Carolina will be responsible for providing legal defense for that student or for paying for any judgment which may be entered against the student.</p>	<p>they can participate in any field experiences sanctioned by their program.</p> <ul style="list-style-type: none"> • Evidence of having current \$1,000,000 in Professional Liability insurance must be in place and will be checked by OSS every semester that students are placed in UNCG-required activities that involve children in schools or community agencies. • Instructors will be notified no later than the second week of the semester of any students without liability insurance, and students must be removed from UNCG-required activities that involve children in schools or community agencies until such time as they show proof of having current \$1,000,000 in Professional Liability insurance
<p>Grade Appeals Policy:</p> <ul style="list-style-type: none"> • All licensure programs under the Teachers Academy must adhere to the university's grade appeal policy. 	<p>UNCG's grade appeal policy can be found at: http://web.uncg.edu/reg/Bulletin/Current/AcaRegs/Grading.aspx</p> <ul style="list-style-type: none"> • If a student wishes to appeal an assigned grade, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the Department Head and the Dean of the School. • Grade Appeals will be considered only in the most exceptional circumstances, and are approved only in cases where the evidence strongly supports the student's claim. Appeals must be filed no later than the first six months after the grade has posted.
<p>Policy on Student Complaints:</p> <ul style="list-style-type: none"> • Written student complaints will be directed to and logged electronically by the School of Education Associate Dean for Academic Affairs and Student Services. 	<ul style="list-style-type: none"> • The School of Education Associate Dean for Academic Affairs and The Office of Student Services will receive any written student complaints and will keep them in an electronic log.
<p>Policy regarding Orientation for Licensure Students:</p> <ul style="list-style-type: none"> • All candidates for initial teaching licensure are required to attend a Professional Education Orientation before student teaching. 	<ul style="list-style-type: none"> • The Office of Student Services is responsible for arranging student orientations, contacting students, and maintaining copies of students' signed forms indicating they were informed of Teachers Academy and OSS policies.
<p>Policy for Admission for Student Teaching:</p> <ul style="list-style-type: none"> • In order to be eligible to student teach, the candidate must have been <u>admitted to Teacher Education by the deadline noted below.</u> 	<ul style="list-style-type: none"> • Late applications may be approved on an individual basis.

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<ul style="list-style-type: none"> • November 1 of the year before fall student teaching. • February 15 of the year before spring student teaching. • Undergraduate candidates must have the minimum GPA required by the licensure program. Graduate students must have a 3.0 GPA. 	
<p>Policy re Professional Dispositions for Initial Teaching Licensure Candidates:</p> <ul style="list-style-type: none"> • Initial teaching licensure candidates must receive a score of 3 or better on a six-point scale in all categories on the <i>Candidate Dispositions Assessment Process (CDAP)</i> in order to be recommended for licensure. • Lower scores require candidate’s successful completion of a behavior intervention plan, as described in the <i>Professional Improvement Policy (PIP)</i>. 	
<p>Policy on Ethical Behavior:</p> <ul style="list-style-type: none"> • Candidates must adhere to <i>University of North Carolina at Greensboro Academic Integrity Policy</i> and <i>Student Code of Ethics, the Code of Ethics for North Carolina Educators</i> and public school laws of North Carolina. • Students who violate the UNCG Academic Integrity Policy and/or the Student Code of Conduct will be subject to the sanctions outlined and published by the university. 	<p>Violations of law will be dealt with by the appropriate governmental body. When a student’s behavior is deemed unacceptable by school or university personnel but subject neither to the UNCG codes or policies nor to law, the Professional Improvement Policy (PIP) will govern the disposition of the concerns.</p>
<p>Policy for Qualifications for Student Teaching:</p> <ul style="list-style-type: none"> • Candidates must complete departmental and Teacher Education pre-requisites for student teaching or receive a waiver before they are eligible to student teach. • Individuals who transfer to UNCG must complete appropriate coursework at UNCG prior to students teaching. Exceptions require the permission of the program coordinator and the Director of the Office of Student Services. 	
<p>Policy for Evaluation during Student Teaching:</p> <ul style="list-style-type: none"> • Candidates’ clinical performance will be evaluated by UNCG faculty and the cooperating teacher (also called clinical faculty or On Site Teacher Educator or OSTE) at least 3 	

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<p>times using the <i>Teacher Growth and Assessment for Preservice (TGAP)</i> rubric. Candidates must receive a score of 3 or better on a 6-point scale for every criterion at the end of student teaching/final internship in order to be eligible for a recommendation for licensure.</p> <p>and</p> <ul style="list-style-type: none"> • Candidates’ clinical performance will also be evaluated by UNCG faculty and the cooperating teacher at the end of student teaching/final internship using the <i>North Carolina Certification of Teaching Capacity</i>. Candidates must receive a rating of “met” in all categories in order to be eligible for a recommendation for licensure. 	
<p>Policies for Lateral entry teachers</p> <ul style="list-style-type: none"> • Lateral entry teachers must successfully complete at least one year as a lateral entry teacher in the licensure area. • Lateral entry teaching serves in place of student teaching. • Their clinical performance will be evaluated by UNCG faculty and/or school-based faculty or administrators at least three times using the <i>Teacher Growth and Assessment for Preservice (TGAP)</i> rubric. • All lateral entry teachers are required to take and pass the Praxis II exam(s) in their licensure area(s). 	<ul style="list-style-type: none"> • Candidates must receive a score of 3 or better on a six point scale at the end of student teaching/final internship in order to be eligible for a recommendation for licensure. • In addition, candidates must have a letter from their principals that states that the candidates successfully completed one year in their licensure areas and would be re-hired barring budgetary restrictions. • Summative evaluations by school administrators must show ratings of proficient on all standards.
<p>Policies re PRAXIS Exams:</p> <ul style="list-style-type: none"> • Passing scores on PRAXIS II tests are <u>required</u> by the State for the Standard Professional I License (the entry level license) in <u>elementary education</u> and <u>special education</u>. • All lateral entry teachers are required to take and pass the Praxis II exam(s) in their licensure area(s). 	<ul style="list-style-type: none"> • Several degree/licensure programs also require Praxis II. Candidates should check with their education advisors. • Candidates in programs that require Praxis II must register for, take and pass the licensure area exam(s) in their teaching area(s) before applying for licensure. • Candidates should take Praxis II exams during the semester prior to student teaching (or according to the schedule recommended by the licensure program advisor). • Candidates who are required to submit passing Praxis II scores must do so in order to be recommended for licensure.
<p>Policy re Teaching Portfolios:</p> <ul style="list-style-type: none"> • All candidates will compile and submit their 	<ul style="list-style-type: none"> • Program instructors will explain the development and submission of the portfolio.

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<p>portfolios via TaskStream®.</p> <ul style="list-style-type: none"> • The Teaching Portfolio must be submitted and receive a passing evaluation before a candidate can be recommended for North Carolina teaching licensure. • The contents of the portfolio for initial teaching licensure must demonstrate the candidate’s proficiency in meeting the North Carolina Professional Teaching Standards and licensure area content standards, proficient clinical performance and acceptable professional dispositions. • Candidates for a Master’s degree must also provide evidence of meeting the North Carolina Standards for Graduate Teacher Candidates. 	<p>The content of the portfolio will be evaluated using departmental assessments that are aligned the appropriate standards. (For example, for initial teaching licensure, the content must be aligned with the North Carolina Teacher Candidate Evaluation Rubric. Faculty and public school cooperating teachers use the Teacher Growth and Assessment for Preservice rubric, the North Carolina Certification of Teaching Capacity and the Candidate Professional Dispositions Process in evaluating the candidate, as well. Evaluation forms for initial licensure candidates can be found in the appendices of the Teacher Education Handbook.)</p> <ul style="list-style-type: none"> • The university supervisor or other department personnel report the evaluations to application processor in the Office of Student Services. • Candidates are required to subscribe to TaskStream using their personal credit cards, and to maintain the subscription until they have completed their licensure requirements.
<p>Policy re eligibility for licensure:</p> <ul style="list-style-type: none"> • <u>Candidates for initial licensure</u> must demonstrate proficiency with all of the <i>North Carolina Professional Teaching Standards</i> via evidences posted on Taskstream. • <u>Candidates for initial licensure</u> must receive a score of 3 or better on a six point scale in all categories on the final administration of the TGAP and CDAP in order to be recommended for licensure. • <u>Candidates for initial licensure</u> must receive a rating of “met” on all items on the <i>North Carolina Certification of Teaching Capacity (COTC)</i> used to evaluate candidates’ clinical performance at the end of student teaching/final internship. • <u>Candidates who are lateral entry teachers</u> will follow the requirements as outlined by their advisors or program documents. • <u>Undergraduate candidates</u> for a degree and licensure, and for licensure-only, must maintain the minimum GPA of 2.5 or higher if that is required by their licensure programs. In 	

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<p>addition, they must earn a C or better in a minimum of 24 semester hours and/or passing scores on Praxis II in their content/licensure areas.</p> <ul style="list-style-type: none"> • <u>Graduate candidates for a master’s degree and initial licensure</u> (MAT programs) must maintain a 3.0 and receive no more than two Cs, and meet the requirements for the TGAP, CDAP and Praxis II, as appropriate for their programs. • <u>Graduate candidates for a master’s degree and advanced licensure</u> (M.Ed. programs) must maintain a 3.0 and receive no more than two Cs. • <u>Candidates for advanced (M) licensure</u> must demonstrate proficiency with all of the <i>North Carolina Standards for Graduate Teacher Candidates</i> via evidences posted on Taskstream. • <u>Post-baccalaureate certificate candidates</u> must maintain a 3.0 and receive no more than one C. • <u>Graduate-level candidates who are admitted provisionally</u> must meet the grade requirements outlined on their admission letters within the stated time period in order to continue in master’s and post-baccalaureate programs. 	
<p>Policy on Qualifications of Cooperating Teachers/OSTEs (aka On-Site Teacher Educators):</p> <ul style="list-style-type: none"> • Teachers must meet all the qualifications established by the North Carolina Department of Public Instruction and the district in which they teach to be eligible to supervise UNCG student teachers. 	<ul style="list-style-type: none"> • The UNCG Placement Coordinator, and other who make placements, will make every effort to place UNCG students with teachers who represent the diversity of the BK-12 student population in North Carolina.
<p>Policy on selection of placements for field experiences:</p> <ul style="list-style-type: none"> • UNCG has a strong preference for placing interns and student teachers in diverse settings with strong leadership and inclusive practices. Preferred placements include schools and agencies that provide our students with experiences working with diverse students and teachers. Diversity may include race/ethnicity, SES, language, and location (e.g., urban, rural). 	<ul style="list-style-type: none"> • The UNCG Placement Coordinator, and others who make placements, will make every effort to place UNCG students in urban, rural, and suburban locations; in settings with English learners; in settings with a majority of minority students; in inclusive settings, in low-performing schools, and in Title I schools.

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<p>Policy on Student Course Evaluations:</p> <ul style="list-style-type: none"> Every course related to licensure is evaluated by students every time it is taught. 	<ul style="list-style-type: none"> Instructors should use the student course evaluation forms and/or questions approved by their department or unit. Evaluations below expectations will be addressed appropriately by the Department Chair. Departments will aggregate these data in electronic form by program area and course. Aggregated data is used by programs for continuous self-improvement as appropriate.
<p>Policy on the Schedule for Student Teaching:</p> <ul style="list-style-type: none"> Generally, student teaching assignments coincide with the university calendar, i.e., begin as classes begin for the semester and end during final exam week. The schedule may be adjusted when doing so is in the best interest of the B-12 students or the student teacher's clinical experience. 	
<p>Policy on Attendance and Extended Absence during Student Teaching:</p> <ul style="list-style-type: none"> Absence from the student teaching assignment is excused only in cases of serious illness or emergency. Absences exceeding five days must be made up before the student can be given credit for the course. Student teachers are not expected to make up days when the schools are closed because of inclement weather or other emergency situations if make-up days would occur after the last day of university examinations for the semester. 	
<p>Policy on Illness and Other Emergencies during Student Teaching:</p> <ul style="list-style-type: none"> The student teacher should notify the principal and/or cooperating teacher and the university supervisor as soon as possible regarding absences due to illness or other emergencies. 	<ul style="list-style-type: none"> During the initial interview with the principal and cooperating teacher, the student teacher should learn the policy for notification of absence required by that particular school or school system.
<p>Policy on Withdrawal from Student Teaching:</p> <ul style="list-style-type: none"> When circumstances are such that withdrawal from a student teaching assignment is necessary, whether because of illness, other personal reasons, or upon the written request of the principal or the university supervisor, university policy and procedures regarding withdrawal from a course shall be applicable. The Director of the Teachers Academy must 	<ul style="list-style-type: none"> Should problems or concerns arise during the student teaching placement, the candidate should inform his/her university supervisor and should seek ways to resolve the situation as quickly as possible. Candidates are reminded that involuntary withdrawal is not in their best interest. Candidates who are asked to leave a student teaching placement may have difficulties being

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<p>approve a request for withdrawal.</p>	<p>accepted for a second placement.</p>
<p>Policy on Extra Activities for the Student Teacher during Student Teaching:</p> <ul style="list-style-type: none"> • Because program requirements and candidates’ needs vary, it is each department’s responsibility to monitor closely those activities in which their student teachers are engaged and offer counsel and guidance where necessary. • A candidate may be asked to withdraw from student teaching if his/her department determines that the “extra activities” are unduly influencing or negatively impacting the candidate’s student teaching and/or the candidate’s student teaching performance is unsatisfactory. 	<ul style="list-style-type: none"> • The Teachers Academy strongly recommends that student teachers have no other major obligations during this period.
<p>Policy regarding Visiting Student Teaching:</p> <ul style="list-style-type: none"> • Under special circumstances, students may be approved to student teach under the supervision of another college or university. 	<ul style="list-style-type: none"> • Students who must teach outside of the usual UNCG student teaching area must seek prior approval of their program coordinator and the Director of the Teachers Academy, who will seek a field placement. • The student will be responsible for the usual tuition and fees, as well as additional fees that may be assessed by the host school
<p>Policy regarding Transportation:</p> <ul style="list-style-type: none"> • Student teachers are responsible for providing their own transportation to and from their assigned schools. 	
<p>Policy regarding Substitute Teaching:</p> <ul style="list-style-type: none"> • Approval to substitute teach may be granted after following the procedures: 	<p>Procedures regarding substitute teaching:</p> <ul style="list-style-type: none"> • The candidate must have completed the substitute teaching application process required by the school and school district and must have the approval of the university supervisor. • <i>For short term substitute teaching (1-3 days)</i> <ul style="list-style-type: none"> ○ The candidate may email or otherwise contact his/her university supervisor for approval. ○ The supervisor will inform the Director of Teachers Academy. ○ The candidate may substitute only for his/her cooperating teacher. • <i>For long term substitute teaching (more than 3 days)</i> <ul style="list-style-type: none"> ○ The candidate must obtain a letter of approval signed by the principal, cooperating teacher and university supervisor and forward this

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	<p>letter to the School of Education Office of Student Services;</p> <ul style="list-style-type: none"> ○ The candidate must successfully complete any training and paperwork that is required by the school district for substitute teachers; ○ The candidate must obtain written guarantees of continued university and on-site supervision during the substitute teaching position; ○ The university supervisor must forward all letters of approval, support and guarantees regarding supervision to the Director of Teachers Academy for final approval; ○ The candidate must remain enrolled in the student teaching course; ○ The candidate must successfully complete all licensure program requirements, including the teaching portfolio; and ○ At the end of the student teaching course, all evaluations and forms that are required for candidates must be completed and submitted to the university supervisor.
<p>Policy regarding Lateral Entry Teaching:</p> <ul style="list-style-type: none"> • Lateral entry teachers are required to complete the requirements for licensure that are prescribed by their licensure programs. They must also successfully teach for one academic year in their licensure area, which clinical experience replaces student teaching. In some cases, lateral entry teachers may have teaching assignments in other licensure areas. However, 50% or more of their teaching responsibilities must be in their licensure content. 	
<p>Policy for Student Appeals:</p> <ul style="list-style-type: none"> • Students have the right to appeal a program/departmental decision. 	<ul style="list-style-type: none"> • Students wishing to appeal a program/departmental decision should send a statement or letter that describes the concern under appeal to the Department Chair. • The appeal will be reviewed to determine whether the issue is one that may be appealed. • Assuming the concern may be appealed, the student will be notified and an investigation will be conducted. • The student will be notified in writing about the decision.

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	<ul style="list-style-type: none"> • Students wishing to appeal the department decision should send a statement or letter that describes the initial concern to the School of Education Associate Dean for Student Affairs & Student Services. • The last level of appeal would be submitted to the Teachers Academy Steering Committee by way of the Director of the Teachers Academy.
<p>Policy re Annual Faculty Reports:</p> <ul style="list-style-type: none"> • All faculty and lecturers teaching in licensure programs will complete their department or unit annual faculty report form. 	
<p>Policy regarding Student Services such as Counseling and Advising:</p> <ul style="list-style-type: none"> • The Office of Student Services will handle advising and make referrals for counseling as need for students in licensure programs housed in the School of Education. All other licensure programs will handle advising and counseling referrals. 	
<p>Policy for the evaluation of cooperating teachers:</p> <ul style="list-style-type: none"> • UNCG supervisors and/or program coordinators will make a recommendation to the Placement Coordinator regarding the continued use of cooperating teachers each semester. 	<ul style="list-style-type: none"> • University supervisors and/or program coordinators will respond to a survey - from the Placement Coordinator regarding their recommendation to continue or not continue using cooperating teachers. • Recommendation will be based on conversations with cooperating teachers, observations in the field, feedback from teacher candidates, and principal recommendations, as well as consideration of our policy about placements for field experiences. • Programs may collect additional information about cooperating teachers to aid their decision making.
<p>Policy for the evaluation UNCG supervisors:</p> <ul style="list-style-type: none"> • Program Coordinators or Department Chairs will recommend University Supervisors to the Placement Coordinator annually. 	<ul style="list-style-type: none"> • Program Coordinators and/or Department Chairs will respond to a survey from the Placement Coordinator regarding which University supervisors will be designated/hired each year. • Recommendation will be based on conversations with university supervisors, feedback from faculty and/or other supervisors, feedback from teacher candidates, and the needs of the program. •

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Under development	
<p>Policies: Governance & Operations of Unit <u>Under development:</u> The current version of the Instrument of Governance is under revision as of Dec. 2013.</p>	
<p>Policies, practices & procedures re diversity</p> <ul style="list-style-type: none"> • Recruitment of diverse faculty • Experiences w/diverse faculty • Experiences with diverse students • Recruitment of diverse students 	<p>Recommend policy state that faculty and students mirror UNCG’s diverse student population and that recruitment policies make this the goal.</p>
Other related practices	
<p>Supervisors during Student Teaching:</p> <ul style="list-style-type: none"> • We have extensive Guidelines/Parameters for the duties and expectations of Cooperating Teachers, School Principals, and University Supervisors during Student Teaching. However, these do not constitute a single policy regarding Supervisors during Student Teaching. 	<p>RECOMMEND: Each program area include any policies and/or guidelines required for <u>Supervision of Student Teaching</u> in its program handbook.</p>
<p>Guidelines/Parameters for Activities during Student Teaching:</p> <ul style="list-style-type: none"> • We have extensive Guidelines/Parameters for recommended practices and activities during Student Teaching but they do not rise to the level of being a policy 	<p>RECOMMEND: Each program area include any policies and/or guidelines required for <u>Required Activities during Student Teaching</u> in its program handbook.</p>