

# University Council on Teacher Education (UCTE) Professional Education Conduct System Policies and Procedures

## A. Statement of Policy

One of the goals of the University Council on Teacher Education (UCTE) is to ensure “that the University of Delaware offers only professional education programs of high quality.” UCTE establishes policies that apply to all professional education programs and approved the following policy on December 11, 2013.

Effective immediately, any candidate in violation of UD’s Student Code of Conduct may be removed from their field placement and/or prohibited from future field placements.

Undergraduate and graduate candidates in professional education programs who are charged with a violation of the [Code of Conduct](#) receive due process through the [Undergraduate Student Conduct System](#) or the [Graduate Student Conduct System](#), respectively. Candidates’ violation(s) will be reviewed by the Professional Education Conduct Board (“PECB” or the “Board”) if they receive a sanction other than a Disciplinary Warning or a Notice of Reprimand by the Office of Student Conduct and meet at least one of the following conditions:

- The sanction was based on an incident related to academic dishonesty or possible or real harm to others. See Appendix A for the list of Office of Student Conduct charge codes that fall under this category.
- The candidate has at least two incidents on record with the Office of Student Conduct.
- The candidate has at least one incident on her/his federal criminal background check that is not on record with the Office of Student Conduct.

The PECB may remove candidates from their current field placement(s) and/or prohibit them from future field placements if the candidates’ conduct would prohibit them from being successful in a setting with children, youth, or adults (e.g., early childhood education program, school classroom, community center) and/or pose a risk to children, youth, or adults.

## B. Jurisdiction

The Professional Education Conduct Board may act on violations of the Code of Conduct by 1) a full- or part-time matriculated undergraduate or graduate student who is enrolled in a professional education program or 2) a non-matriculated student who is enrolled in his or her capstone internship (e.g., EDUC 400, EDUC 750).

## C. Operations of the Professional Education Conduct System

### 1. Composition of Board

- a. The Professional Education Conduct Board shall be composed of six members:
  - One faculty or staff member from the Early Childhood Education program.
  - One faculty or staff member from the Elementary Teacher Education program.

- One faculty or staff member from a School of Education graduate professional education program.
  - Two faculty or staff members from different undergraduate secondary education programs.
  - One Delaware Center for Teacher Education (DCTE) staff member who is an ex-officio member that cannot vote.
- b. The voting Board members cannot be members of the University Council on Teacher Education (UCTE). The Board shall select the Chair from one of its voting members.
- c. A DCTE staff member will provide logistical support to the PECB's operations (e.g., notifying candidates, scheduling the meetings, taking meeting minutes, communicating with the Office of Student Conduct).

## 2. Selection of Board Members

- a. Members of the PECB shall be selected as follows:
- The Chair of the Department of Human Development and Family Studies (HDFS) selects the Early Childhood Education member.
  - The Director of the School of Education (SOE) selects the Elementary Teacher Education member and the SOE graduate professional education program member.
  - The Director of Secondary Education selects two members from different secondary education programs.
  - The Director of DCTE selects the DCTE staff member.
- b. The HDFS Chair, SOE Director, Director of Secondary Education, and DCTE Director also identify one alternate Board member from their unit as a designee for a Board member from that unit who cannot attend a meeting (e.g., due to an emergency).
- c. Board members begin their terms at the beginning of the fall semester immediately following their appointment. If a vacancy occurs, the appropriate administrator will appoint a faculty member to serve until the term is completed (e.g., the Director of Secondary Education would appoint a replacement for a secondary education member).

## 3. Voting by Board Members

At a minimum, five of the six Board members or their designee(s) must participate in the meetings. Members who cannot attend a board meeting are responsible for ensuring that their alternate participates and for notifying the DCTE staff member of their absence. A member who recuses himself/herself from a case (e.g., due to a conflict of interest), but is present for the rest of the meeting, will not have an alternate Board member review the particular case. A maximum of two alternate Board members may participate in a meeting. Decisions are based on a majority of the votes.

#### 4. Board Meetings

The Board shall meet once a month during the academic year or at the discretion of the PECB Chair. The first meeting of each semester is held prior to the end of the add/drop period. The meeting at the end of each semester occurs after the beginning of open enrollment for registration for the subsequent semester.

#### 5. Board Members' Term of Office

Voting board members shall be appointed for up to a 3-year renewable term beginning on the first day of the fall semester. The terms shall be staggered so that no more than three of the five board members are new members in a given year. There is no limit on the number of terms each board member may serve.

#### 6. Responsibilities

Each member shall have the following responsibilities:

- To participate in Board meetings. Absence from more than two meetings in a given year is grounds for removal.
- To maintain objectivity and impartiality. A member must disqualify herself or himself from a case if objectivity cannot be maintained.
- To maintain confidentiality. The nature and status of any case may be discussed only with other members and those directly effected by the candidates' sanction (e.g., program coordinator, department chair).
- To notify the Chair if a person or persons attempt to influence the Board's review or decisions.

#### 7. Removal of Board Members

- a. Any member may be removed for cause (e.g., breach of confidentiality). A professional education community member may request a member's removal through the University Council on Teacher Education (UCTE). The written request must include facts supporting the removal.
- b. If the Chair of UCTE determines that the allegation is factually supported, the member shall be informed. UCTE will review the request for removal and the member's response.
- c. If a member has violated his or her responsibilities, she/he is removed and the appropriate official will appoint a member to serve until the term is completed.

8. Student Conduct Advisors
  - a. The Early Childhood Education, Elementary Teacher Education, Secondary Education, and graduate programs shall have at least two faculty or staff members volunteer to serve as a student conduct advisor.
  - b. A DCTE staff member maintains the list of the student conduct advisors' names and provides training for them on their responsibilities as a student conduct advisor.

#### **D. Procedures for the Review of the Candidate's Violation**

1. A DCTE staff member contacts the Director of the Office of Student Conduct or her/his designee and the Assistant Provost for Graduate and Professional Education two weeks prior to the monthly Board meeting for an updated list of candidates who meet the conditions for being reviewed by the Board. The Director of the Office of Student Conduct oversees the Undergraduate Student Conduct System and the Assistant Provost for Graduate and Professional Education oversees the Graduate Student Conduct System.
2. A DCTE staff member schedules the Board meetings for the semester at the beginning of the semester. She/he notifies candidates via email at least five business days in advance of the meeting that the PECB will review their cases.
3. The email to each candidate:
  - Identifies the specific violation(s) that will be reviewed.
  - Invites the candidate to attend the meeting or provide a written statement in lieu of attendance so she/he can provide the context for the sanction(s).
  - Provides the date and time of the Board meeting.
  - Provides details of the Board's possible decisions.
  - Provides the list of approved PECB student conduct advisors.
  - Notifies the candidate that she/he may invite an approved PECB student conduct advisor to attend the meeting.
4. The Board can decide to take no action or make one or both of the following decisions for a case.
  - Removal of candidate from current field placement(s).
  - Prohibit candidate from future field placements.

If candidates are removed from their field placement(s), then they cannot return to the field in a subsequent semester until they have provided the program coordinator and the Office of Clinical Studies with documentation that they have completed the required sanctions by the Office of Student Conduct. If candidates are prohibited from future field placements, then they will need to meet with their program coordinator to discuss their status in their major.

5. Attendance at the meeting by the candidate is optional and no other parties (e.g., parents, attorneys) may attend other than the candidate's student conduct advisor. All parties are expected to act in a professional and civil manner during the Board meeting. Participants causing disruption are removed at the discretion of the Chair and the meeting will continue.
6. If the candidate cannot attend the meeting, then she/he may provide a written statement to the DCTE staff member who sent the meeting invitation. This statement would provide the context for the Office of Student Conduct violation(s) and/or sanction(s). The written statement shall be limited to three typed double-spaced pages with one-inch margins and a 12-point font.
7. A candidate will have a maximum of 10 minutes to provide the context of his or her violation(s). Any Board member may ask questions to clarify his or her understanding of the violation. The meeting with each candidate will not exceed 30 minutes, unless the Board, in its sole discretion, determines that additional time is needed.
8. The Chair of PECB shall notify the candidates, their program coordinators, and their Assistant Dean of Student Services via email the Board's decision within three business days of the meeting. The notice will include the decision, the rationale for the decision, and a statement of candidates' right to appeal the decision that includes the procedures for an appeal. The Delaware Center for Teacher Education will maintain records of PECB's decisions.

#### **E. Procedures for the Appeal of the PECB Decision**

1. The University Council on Teacher Education (UCTE) will hear a candidate's appeal of a PECB decision. A candidate may submit a written petition (e.g., via email) to appeal a decision to the Chair of UCTE within five business days of receiving notification of PECB's decision. If the candidate does not appeal within five business days, the decision will be applied, and the case closed.
2. In the petition, the candidate must explain why the decision is inappropriate or unreasonable and must include a compelling reason why the case should be reviewed by UCTE. The candidate may propose an alternate decision in the petition. The petition must be written by the candidate, who may consult with a University community member (e.g., adviser, program coordinator). The petition shall be limited to three typed double-spaced pages with one-inch margins and a 12-point font. At her or his discretion, the Chair may exclude all pages beyond the three-page limit or reject the petition if it appears not to have been prepared by the candidate.

3. UCTE will review the petition and the PECB meeting minutes when making a decision whether or not to change PECB's decision. The candidate will be notified by email when UCTE will meet to consider his or her petition. The candidate or other parties (e.g., student conduct advisor) may not attend the meeting.

4. UCTE, by majority vote of a quorum of the members, may decide to uphold PECB's decision or to change the decision to one of the available options. The Delaware Center for Teacher Education will keep a record of all appeals decisions made by UCTE.
5. The decision by UCTE is final. The Chair of UCTE or her/his designee shall notify the candidate via email the decision by UCTE within five business days after the UCTE meeting at which the candidate's petition is considered. The notice will include the decision, the rationale for the decision, and if necessary when the decision will go into effect.

## Appendix A

Candidates' violation(s) will be reviewed by the Professional Education Conduct Board if they receive a sanction other than a Disciplinary Warning or a Notice of Reprimand by the Office of Student Conduct and the sanction was based on an incident related to academic dishonesty or possible or real harm to others. The following table lists the Office of Student Conduct charge codes that correspond to these incidents.

<b>CHARGE_CODE</b>	<b>DESCRIPTION</b>
ACP	Academic Penalty
AH1	Plagiarism
AH1A	Plagiarism Option A
AH1B	Plagiarism Option B
AH1C	Plagiarism Option C
AH2	Fabrication
AH2A	Fabrication Option A
AH2B	Fabrication Option B
AH2C	Fabrication Option C
AH3	Cheating
AH3A	Cheating Option A
AH3B	Cheating Option B
AH3C	Cheating Option C
AH4	Dishonest Acts
AH4A	Dishonest Acts Option A
AH4B	Dishonest Acts Option B
AH4C	Dishonest Acts Option C
AP3	Distribution to minor
AP5	Driving Under the Influence of Alcohol
DC1	Violence (i.e., assault)
DC14	Stalking
DC15	Instigating or encouraging a fight or riot
DC3	Restrict movement of another / restrict entry / leave any Univ. function
DC4	Interfere with freedom of speech
DC7	Disruptive in classroom
DC9	Threats(s) of violence
DP5	Selling/Distribution
END	Endangering the safety of others
END1	Creating a safety hazard
END2	Setting or causing a fire
FC4	Failure to follow through on educational sanction
FEA	Fire Equipment/Arson



<b>CHARGE_CODE</b>	<b>DESCRIPTION</b>
FI	False Information
FI1	Making a false oral or written statement to University
FI2	Misrepresent another
FI3	Reporting fire, explosive
FI4	Reporting a crime
FI5	Possession of false identification
HC	Hate crime
HC1	Ableism
HC2	Anti-Semitism
HC3	Homophobia
HC4	Racism
HC5	Sexism
HZ	Hazing
HZ1	Hazing
SA	Sexual assault
SEP	Separated while felonies pending
SH	Sexual and Other Unlawful Harassment
WF1	Possession of a firearm
WF2	Explosives
WF3	Possession of deadly weapon other than firearm
WF4	Possession of BB/pellet/air/paint gun
WF5	Possession of unauthorized knife
WFE	Weapons, Dangerous Instruments, and Explosive Chemicals or Devices on Campus