



APPEAL PROCEDURE March 2012 (updated June 2015)

APPEALS RELATED TO COURSES

The procedure for student appeals related to courses is outlined in the *Teacher Education Program Policies and Guidelines* on the Teacher Education website (teach.educ.ubc.ca). If satisfactory resolution is not achieved and the teacher candidate wishes to pursue the appeal further, he or she may consult the *Protocol and Procedure for Investigating and Responding to Alleged Unprofessional Conduct in the Program* also on the Teacher Education website.

The teacher candidate (appellant) must provide a written statement at the time of the appeal, containing the following:

- a. decision that is being appealed,
- b. reasons for the appeal,
- c. relief sought by the appellant,
- d. brief chronological statement of the circumstances related to the appeal,
- e. copies of any pertinent documents.

Reasonable written notification of the hearing date will be made to all parties. The Associate Dean (Teacher Education) shall request a written response from the person who made the decision that is being appealed.

The respondent's statement must contain:

- a. confirmation of the nature of the decision being appealed or, if the decision is not properly stated in the appellant's statement of appeal, a statement as to the nature of the decision,
- b. respondent's response to the grounds of the appeal,
- c. statement whether, assuming the appeal were to be allowed, the relief sought by the appellant ought properly to be granted,
- d. respondent's comments about the chronological statement of events,
- e. copies of any pertinent documents.

Upon receipt of the respondent's statement, the Associate Dean shall provide copies of the material submitted by the appellant and the respondent to the members of the Committee for its consideration. A complete copy of the respondent's materials will be given or sent to the appellant.

APPEALS RELATED TO ALLEGATIONS OF UNPROFESSIONAL CONDUCT

In the case of allegations of unprofessional conduct related to incidents occurring at or related to a practicum or field experience and for incidents unrelated to a practicum or field experience, the process for appeals is outlined in the *Protocol and Procedure for Investigating and Responding to Alleged Unprofessional Conduct in the Program* on the Teacher Education Office website (teach.educ.ubc.ca). The final level of appeal for a teacher candidate who is not satisfied with the decision of the Associate Dean is the Committee on Curriculum, Admissions, Standings, and Appeals (CCASA).



Teacher candidates should note that the laying of criminal charges, the commencement of civil proceedings, or the commencement of proceedings under another University policy or procedure does not preclude the Faculty from following the procedures set out in this policy.

If the Faculty becomes aware that a teacher candidate has been accused of serious unprofessional conduct, then the Faculty reserves the right to postpone the teacher candidate's advancement in the Program, including graduation from the Program, until the allegations of unprofessional conduct have been investigated and resolved by the Faculty. Where a teacher candidate has been charged with a criminal offence that, if proven, would constitute unprofessional conduct, the Faculty may postpone the student's advancement in the Program including graduation from the Program, until such time as the criminal charges are dismissed or have proceeded through the court system to acquittal or conviction and sentencing.

COMMITTEE ON CURRICULUM, ADMISSIONS, STANDINGS, AND APPEALS (CCASA) COMPOSITION

When adjudicating appeals, CCASA includes only those members who have voting privileges. This includes one representative from each department: Department of Educational & Counselling Psychology, and Special Education; Curriculum and Pedagogy; Language and Literacy Education; and Educational Studies. While CCASA also includes non-voting members, the Associate Dean (Teacher Education) (*ex officio*), the Director (Teacher Education Office) (*ex officio*), and a representative from the Native Indian Teacher Education Program (NITEP), they are not present for an appeal. For appeals, four voting members shall constitute a quorum. In case of a tie, the Chair has a vote and will represent the interests of the Faculty of Education. Appeals committee requires voting members to have K-12 teaching experience. An alternate to the CCASA member from a department may be asked to serve on this Committee in order to fulfill this requirement.

Both the appellant and respondent must be made aware of their role in the appeal and the purpose of the meeting, which is to clarify details and answer questions related to the appeal. All individuals involved in the appeal are encouraged to be available, either in person or electronically (e.g., Skype), during the time the Committee is meeting. The appellant may be accompanied by an advocate. The Committee has the option of requesting clarification or further information from anyone involved in the appeal.

The Committee may arrive at a decision on the basis of a majority vote of those voting members of the Committee present when the appeal is heard. Persons whose decisions are being appealed will not take part in the Committee's decision. The decision of the Committee and the reasons for its decision shall be communicated in writing to the Associate Dean. The Associate Dean will relay the result to the appellant within ten days of the Committee's decision. If the appeal is denied then the letter will contain information regarding other options available for appeal of the decision.