

**Eastern Kentucky University
College of Education
Professional Education Admissions Committee Process**

Membership:

The Professional Education Admissions Committee is comprised 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:

Director, Clinical Experiences (non-voting)
P-12 Public School Principal (non-voting)

Members with continuing status participate in the process but do not cast a vote.

Elected/appointed by the department for a two-year term:

Three faculty members representing various programs from the Department of Curriculum & Instruction
One faculty member from the Communication Disorders Program in the Department of Educational Leadership, Counselor Education, and Communication Disorders
Two faculty members from P-12 Public Schools

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

Appointed for a one-year term (eligible for reappointment) by the COE Dean in consultation with appropriate academic Deans:

One faculty member from the College of Business and Technology
One faculty member from the College of Health Sciences
One faculty member from the College of Letters, Arts, & Social Sciences
One faculty member from the College of Science

Members who are appointed for a one-year term participate in the process and they cast a vote.

Appointed for a one-year term via nomination process to the COE Dean

One undergraduate professional education major
One graduate professional education major
Members who are appointed for a one-year term participate in the process and they cast a vote.

By special invitation of the COE Dean for a one-year appointment:

Member(s) at the invitation of the COE Dean

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

Chair of the Committee:

A Committee chair and vice chair will be elected by voting faculty on the committee. The vice-chair will serve in the event that the chair is unable to be present or unable to serve secondary to a conflict of interest. Nominations for the election of chair and vice chair may come from all identified member categories noted above.

Consultants:

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

PEAC Purpose:

To ensure that applicants for admission to Professional Education Programs at Eastern Kentucky University meet and maintain the established requirements for admission to an approved program. The Chair may convene sub-committees for specific topics at his/her discretion.

Confidentiality is maintained throughout the process.

Level 1 – Professional Education Admission Committee (PEAC)

Candidates make application for admission to the Professional Education Program after completing all of the established requirements. Office of Licensure and Certification staff monitor and determine candidate admission eligibility, record admission status in the College of Education management system and report candidate admission status to the Education Professional Standards Board.

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.

Office of Licensure and Certification staff 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. If the candidate presents a persistent problem, has incurred offenses, and/or or if faculty/staff report incidents or behaviors that may affect the candidate's admission status, the Committee may be convened to interview the candidate and decide if the candidate's admission will be granted, rescinded, or to determine eligibility for continuance. Notification of the candidate recommendation to meet with PEAC will be disseminated to appropriate department chair(s) prior to the meeting date. In some cases, candidates are required to participate in a Professional Improvement Plan if additional monitoring and/or support is

needed.

Candidates must demonstrate acceptable social behavior at the University and in the community-at-large. The Office of Licensure and Certification contacts the ECU Office of Student Rights and Responsibilities to obtain records of infractions by candidates. ECU College of Education requires a state criminal history background check approved by the College of Education as a condition of admission. Under certain circumstances, a national criminal history background check may be required as a condition of admission.

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.

Candidate Rights:

Hearing. The candidate has the right to represent him/herself 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.

Candidates brought before the Professional Education Admission Committee will be notified within five (5) business days of the Committee decision.

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 Office of Licensure and Certification 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 Office of Licensure and Certification 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.

Level 2– Department Chairs – Appeal of decision(s)

The PEAC Chair will convene a meeting of the Licensure and Certification Admissions Staff Member, the Department Chair from Curriculum and Instruction, and the candidate's program chair from the College of Business and Technology, College of Health Sciences, College of Letters, Arts, & Social Sciences, or College of Science, or the Communication Disorders program within ten (10) business days from receipt of the written appeal.

Candidate Rights:

Hearing. The candidate has the right to represent him/herself 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.

NOTIFICATION

The candidate, the Professional Education Admissions Committee, and the Dean of the College of Education will be notified within five (5) business days of the Department Chairs' decision. If the Department Chairs uphold the PEAC decision, an appeal may be made to the College of Education Dean.

Candidate Compliance:

- Candidates who accept decisions of the Department Chairs must submit a written acceptance to the PEAC Chair with a copy to the Office of Licensure and Certification within five (5) business days following the decision.
- Candidates who wish to appeal decisions of the Department Chairs must submit a written appeal to the PEAC Chair with a copy to the Office of Licensure and Certification 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.

Level 3 – College of Education Dean – Appeal of decision(s)

The PEAC Chair will convene a meeting with the College of Education Dean and/or Associate Dean within ten (10) business days from receipt of the written appeal.

Candidate Rights:

Hearing. The candidate has the right to represent him/herself 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.

NOTIFICATION

The candidate, the Professional Education Admissions Committee, and the Department Chairs will be notified within five (5) business days of the Dean's/Associate Dean's decision. The decision of the College of Education Dean/Associate Dean is final.