



## SOE Focus of Concern (with Candidates)

### Policy & Procedure

Spring 2018

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**Overview:** SOE personnel who have concerns regarding a SOE candidate can formally submit those concerns to SOE personnel via the Candidate Focus of Concerns form.

**Rationale:** Implicit in preparing educators for the field, concerns will most certainly arise regarding some candidates beyond the more normal training objectives. These may include academic issues (e.g., struggling with course requirements, unprofessional behavior with classmates, etc.), field experience issues (e.g., struggling with colleagues, struggling with instructional skill; professionalism in the classroom, etc.), as well as dispositional issues (e.g., inappropriate interactions with colleagues, mentors, parents, or students, professionalism, etc.). This policy provides clear procedures for submitting concerns faculty, staff or other personnel may have with a candidate involving any number of issues.

#### Procedure:

- Personnel who have a concern with a candidate should work with the candidate where appropriate to grow and progress in their development.
- When personnel concerns with a candidate rises to the level that they feel a formal consideration should be made by the SOE office a 'Focus of Concern' (FOC) form should be filled out and submitted to the SOE office via the online link on the SOE Certification website (or via hardcopy – forms can be secured in the SOE office). Note: while we will always try to maintain confidentiality regarding submission, the circumstances of the concern may make it obvious to the candidate who submitted the concern. Yet, we strongly encourage faculty to formally submit their concerns when warranted.
- Concerns will be directed to the SOE Associate Director who will bring them to the SOE Candidate Concern Council (CCC). The CCC will be made up of the SOE Executive Director, SOE Associate Director, SOE Certification Officer, Chair of CSEL, and the Chair of EDTL.
- Upon the receipt of a FOC, the CCC will reach out to the appropriate program lead, seeking further information regarding the candidate in question, as well as input from their 'home' program.
- With the FOC and program input in-hand, the CCC will review all concerns in a timely manner, determining appropriate responses (e.g., no action, discussion with the candidate, candidate plan of improvement, removal from a field experience, removal from the program, etc.).
- If a Plan of Improvement is deemed necessary, the CCC, in collaboration with the Field Supervisor and the candidates "home" program will develop the plan.
- The CCC will communicate their response back to the candidate's home program, seeking input prior to final candidate communication.



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- The CCC will communicate with candidate and others who are appropriately involved, including any required plans for improvement deemed necessary.
- The Candidate can appeal CCC decisions to the CARR committee.