

Section I: Purpose of the Candidate Consultation

A candidate consultation is designed to provide constructive feedback to teacher candidates whose conduct or progress in class, on campus, in the community, or at a host school or other field placement setting is deficient in meeting professional competencies specified by SUNY Cortland teacher education programs.

Section II: Definitions

Candidate Consultation refers to a meeting that may include a faculty member, multiple faculty members, college administrators, representatives from the field placement site, and a teacher education candidate for the purpose of discussing the candidate's deficiency in meeting the professional competencies specified by SUNY Cortland teacher education programs.

Consultation Report refers to the written record of the consultation. Such record is to be written on the *Candidate Consultation Report* form. It should include a record of the participants, the candidate's name, the date, time, and place of the meeting, the reason for the consultation, and the actions to be taken by the candidate to correct any deficiencies. The candidate and all other participants should sign the report.

Section III: Rationale

Teacher education programs prepare candidates to serve in roles of service to students and clients who may be minors or individuals in circumstances of significant vulnerability. In the course of pursuing their academic programs, teacher education candidates come into direct contact with such vulnerable individuals as part of their practica, student internships, student teaching and other field placements. SUNY Cortland is obligated to protect those P-12 students and clients and cannot tolerate candidate behavior that exploits, endangers, compromises, or threatens the welfare, safety or rights of those students and clients.

Each teacher education program leading to state certification has established professional competencies that candidates must satisfy in order to successfully complete the program and function effectively in the profession which they are entering. SUNY Cortland has an obligation to (1) support the professional growth and development of candidates by providing constructive feedback on performance in academic and field settings; (2) promote realistic and reflective self-assessment of performance by candidates; and (3) provide timely and candid formal evaluation(s) of candidate progress toward meeting professional competencies.

Section IV: Procedures for the Evaluation of Professional Competencies

The faculty of the teacher education programs at SUNY Cortland systematically evaluate candidate performance based on written policies, procedures, and the professional competencies of each program. On occasion faculty may determine that additional assistance is necessary beyond normal feedback and assessment provided by courses and field experiences. Under such circumstances:

- A. Faculty members may meet with a candidate to reach an agreement on strategies for improving performance in the area of concern. Such an agreement must be summarized in a Candidate Consultation Report.

- B. On rare occasions, a department may recommend to the Dean that a candidate be terminated from a program if his/her performance is unprofessional or unsatisfactory for other reasons, and additional time in the program will not result in significantly improved performance. If it is the recommendation of a department/program to terminate a candidate from a program, the *Fair Process Policy and Procedures* of SUNY Cortland will be followed. This document can be obtained <http://www.cortland.edu/ncate>

Section V: Candidate Consultation Report

The Candidate Consultation Report must include the following:

1. Names of all participants
2. Date, time, and place of the consultation meeting
3. The candidate's major
4. Reason(s) for the consultation
5. Actions to be taken by each participant, with specified conditions, consequences and timeline
6. Dated signature of the candidate confirming:
I have read the reason(s) for consultation and the actions expected from each participant, including myself (this statement must always be checked)
7. Dated signatures of the faculty or administrative participants
8. Dated signature of the department chairperson or designee, if appropriate

Copies of the completed Candidate Consultation Report will be given to the candidate, faculty member(s), and candidate's advisor; the original will be given to the chairperson of the candidate's department. Candidate Consultation Reports will be kept on file in the department office. If the candidate is an undergraduate student, a copy of this report should be sent to the Associate Dean. If the candidate is a graduate student, a copy of the report should be sent to the Assistant Director of Graduate Studies.

Approved: TEC 12/02/04