

 BRANDON UNIVERSITY	Professional Standards Committee Procedures	Approved by: Education Faculty Council
Faculty of Education Administrative Policy	First Approved: June 2007	Updated: May 5, 2023

1.0 Policy General Purpose

The Faculty of Education is obligated to ensure that students graduating from the Faculty of Education meet the highest academic and professional standards. The Professional Standards Committee is responsible for adjudicating raised concerns regarding a Faculty of Education student’s performance or conduct and recommending responses and consequences to the Dean as defined in the [Faculty of Education Professional Standards Policy](#).

2.0 Policy Guidelines

The Professional Standards Committee (PSC) for undergraduate students in the Faculty of Education) normally consists of the Chair of the Undergrad Education Committee, Director of Field Experience, chairs of the five departments (or designates), and Director of PENT (when students in these programs are involved). The PSC for undergraduate students will be chaired by the Chair of the Undergrad Education Committee.

The PSC for graduate students normally consists of the Chair of the Graduate Education Program and Chairs of the three graduate departments (or designates). The PSC for graduate students will be chaired by the Chair of the Graduate Education Program.

A complainant may not sit on the PSC adjudicating their complaint. If the Chair of the Undergraduate or Graduate Program Committee or a department chair is the complainant, then a designate PSC chair or member will be selected by the chair’s committee or member’s department.

In accordance with the [Faculty of Education Professional Standards policy](#), professional standards issues may be referred to the Professional Standards Committee by Faculty members, including those involved in field supervision, the Director of Field Experience, a co-operating or other teacher, a student or staff in the Faculty of Education.

The Professional Standards Committee hearing will follow a standard format. It will include:

1. The individual referring the Faculty of Education student will outline in writing to the Chair of the PSC the nature of the violation of the Professional Standards Policy. This letter will be submitted via the Dean’s administrative assistant.

2. The chair will call an initial meeting of the PSC to review the complaint and determine if the complaint falls within the purview of the PSC as per the Professional Standards Policy.
3. If the PSC determines the complaint warrants the committee's review:
 - a) The Faculty of Education student will have an opportunity to respond in writing to the PSC via the Dean's administrative assistant regarding the identified concern.
 - b) The Chair of the PSC will call a meeting inviting all parties involved. It is recommended that the Faculty of Education student invite a BUSU representative for support. The PSC will ask questions for clarification of both parties (separately) and adjourn to deliberate.
 - c) If the PSC finds a violation of professional standards has occurred, the PSC will consider a range of recommendations listed in the Professional Standards Policy, Section 2.0. The PSC's findings and recommendation will be communicated in writing to the student, the complainant, and the Dean of Education.
4. The student may appeal the PSC's recommendation to the Dean of Education. Appeals must be in writing and be received by the Dean within 10 days of the date of the decision by the PSC.
5. The Dean will meet with the student and make a decision on the appeal within 14 days of meeting with the student. The Dean will communicate the decision on the appeal in writing to the Faculty of Education student, the complainant, and the chair of the PSC.

3.0 Scope of the Policy

Applies to all students in Faculty of Education programs.

4.0 Reference to Other Policies

[Faculty of Education Professional Standards Policy](#)
[Manitoba Teachers' Society – Code of Professional Practice](#)

The references in this document pertain to Brandon University and/or Senate policies as outlined in the General Calendar and in the Senate Policy Document, and the policies of the Brandon University Faculty of Education.

5.0 Approval Process

Faculty of Education

Procedures

Inquiries may be directed to the Office of the Dean of Education at deanofed@brandonu.ca or (204) 727-9616.