

 BRANDON UNIVERSITY	Professional Standards Committee Procedures (Undergraduate Programs)	Approved by: Education Faculty Council Brandon University Senate
Faculty of Education Administrative Policy	First Approved: June 2007	Updated: Oct 2025

1.0 Policy General Purpose

The Faculty of Education is obligated to ensure that students graduating from the Faculty of Education meet the academic standards of the program, [the requirements for teaching certification](#) set by Manitoba Education and Early Childhood Learning, and the professional standards set by the [Manitoba Teachers' Society – Code of Professional Practice](#). The Undergraduate Professional Standards Committee (PSC) is responsible for adjudicating raised concerns regarding Faculty of Education teacher candidates' (i.e., undergraduate students) performance or conduct and recommending responses and consequences to the Dean for breaches of professional standards as defined in the [Faculty of Education Professional Standards Policy](#) (Undergraduate Program).

2.0 Policy Guidelines

In accordance with the [Faculty of Education Professional Standards policy](#) (Undergraduate Program), concerns of a potential breach of professional standards may be referred to the Professional Standards Committee by any Faculty of Education members or staff, including those involved in field supervision and the Director of Field Experience, or another teacher candidate(s). Complainants may also be school partners, including co-operating or other teachers, principals or other school administrators, or school staff.

3.0 Issues of Safety

Any concern brought to the PSC or the Faculty of Education office that describes the endangerment of or a potential or imminent risk to the safety of another person or the teacher candidate themselves will be immediately brought to the Dean of Education for their adjudication. The Dean may take any reasonable action required to immediately ensure all parties' safety (e.g., temporarily suspending the teacher candidate from a course or their program, seeking mental health supports for the teacher candidate, reporting a teacher candidate to a Brandon University disciplinary committee or to the police).

1. In such cases, the Dean will investigate and, at their discretion, interview the complainant and teacher candidate and any other adults they deem pertinent (e.g., involved faculty, staff, school personnel, other teacher candidates). Upon completing their investigation of a safety concern, the Dean will communicate their findings,

decision, and any consequences they determine with the teacher candidate named in the concern, the complainant, and the Chair of the Undergraduate Committee.

2. In cases that have been solely adjudicated by the Dean, students may appeal the decision by submitting their appeal with rationale within 10 working days of the Dean's decision via the Dean's administrative assistant (deanofed@brandonu.ca). The Dean will forward the appeal to the Dean of Students or the Dean of another faculty. The second Dean will render their decision on the appeal and notify the teacher candidate and the Dean of Education within 15 working days.
3. Undergraduate degrees offered in the Faculty of Education are professional programs regulated by the Manitoba Education and Early Childhood Learning Teacher Certification Branch. The Faculty of Education is required to ensure teacher candidates who, as associate members of the Manitoba Teachers' Society, uphold the society's [Code of Professional Practice](#) throughout their degree programs as it is articulated in the [Faculty of Education Professional Standards Policy](#) (Undergraduate Program). Therefore, the Dean's decision regarding breaches of professional standards involving issues of safety and the second Dean's decision on appeals are final except where one of the following situations exists:
 - i) A misapplication of this process; and/or
 - ii) Demonstratable evidence of bias of the Dean(s)Further appeal may be made to the Brandon University Student Appeals Committee on those grounds only and within 10 working days of receiving the second Dean's decision of appeal.

4.0 Committee Review of Professional Standards

In all other cases, an Undergraduate Professional Standards Committee review will follow a standard format:

1. The individual referring the teacher candidate will outline in writing to the Chair of the PSC the nature of the breach of the Professional Standards Policy. This letter must be submitted to the Chair of the PSC via the Dean's administrative assistant (deanofed@brandonu.ca). Normally, complaints are issued only by those who have firsthand knowledge of and/or have witnessed the concern.
2. A PSC will be struck and chaired by the Chair of the Undergraduate Education Committee. The PSC for undergraduate programs is normally comprised of three regular Faculty of Education members:
 - i) The Chair of the Undergraduate Education Committee
 - ii) The Chair of the department from which the concern originated (or their designate), or
The Director of Field Experience (if the concern occurred during a practicum experience), or
The Director of PENT (when teacher candidates in this program are involved)

iii) A third faculty member who is a voting member of the Undergraduate Education Committee

A complainant may not sit on the PSC adjudicating their complaint. If the Chair of the Undergraduate Committee or a department chair is the complainant, then a designate PSC chair or member will be selected by the Undergraduate Committee or the Chair's department. If the Director of Field Experience or PENT is the complainant, a committee member will be designated in their place from the Undergraduate Education Committee. If the Dean of Education issues a complaint, they will designate a dean from another faculty or the Dean of Students to act in the Dean's role in the professional standards review process.

3. The chair will strike a committee and 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 \(Undergraduate Program\)](#). If the PSC determines that the complaint is outside of its purview or the concern does not constitute a breach of the Faculty of Education Professional Standards, the Chair will contact the complainant and the Dean and inform them of the committee's decision and rationale.
4. If the PSC determines the complaint warrants the committee's review:
 - a) The Chair of the PSC will contact the teacher candidate and inform them of a pending review of the PSC and the process. This correspondence will include a copy of the submitted concern. The teacher candidate will have an opportunity to respond in writing to the PSC via the Dean's administrative assistant (deanofed@brandonu.ca) regarding the identified concern.
 - b) The Chair of the PSC will gather and share with the PSC any documented information regarding the teacher candidate that has reasonable grounds to be considered pertinent to the concern or to ascertain any history or pattern of behaviour (e.g., program status, Faculty of Education transcript, previous Field Experience reports, previously documented warnings or violations of professional standards). The PSC chair will contact the complainant if any clarification of the concern is requested by the PSC. The PSC may also interview any additional adult witnesses of the concern.
 - c) The PSC will meet with the teacher candidate. Depending on the nature of the complaint, the PSC may require that the meeting be held in person on campus. It is recommended that the teacher candidate invite an additional person from the university community to the meeting with the PSC for support (e.g., a BUSU representative, a representative of the Indigenous Peoples' Centre, staff from student services, a fellow teacher candidate). During the meeting, the teacher candidate will be given opportunity to respond to the complaint. The PSC may ask the teacher candidate questions for clarification and will adjourn to deliberate.

- d) If the PSC finds a breach of professional standards has occurred, the PSC will consider a range of actions and recommendations to the Dean as described in the [Professional Standards Policy \(Undergraduate Program\)](#), Section 2.0:

The PSC may determine that the breach of professional standards is sufficient to warrant:

- i) Issuing a verbal warning to the teacher candidate, and/or
- ii) Documenting a violation of professional conduct and its consequence in a written letter to be included in the teacher candidate's record

Or, the PSC may determine that the breach of professional standards is substantive enough to warrant documenting a violation of professional conduct and its consequence in a written letter to be included in the teacher candidate's record and recommending one or more of the following to the Dean:

- i) Removing of a teacher candidate from a course(s) including field experience courses and assigning a failing course grade
- ii) Applying a suspension of a teacher candidate from the Faculty of Education for a period of time
- iii) Requiring the withdrawal of a teacher candidate student from their program

In cases when the teacher candidate does not respond to or attend a required meeting with the PSC, the PSC will recommend to the Dean:

- i) Applying a suspension of a teacher candidate from the Faculty of Education until the teacher candidate participates, and the PSC completes its review

Throughout the review process, the teacher candidate may contact the Chair of the PSC via the Dean's Administrative Assistant (deanofed@brandonu.ca) to be updated as to the status of the proceedings.

5. The PSC's findings and recommendation will be communicated in writing to the teacher candidate, the complainant, and the Dean of Education.
6. The teacher candidate may appeal the PSC's recommendation to the Dean of Education (deanofed@brandonu.ca). Appeals must be in writing and be received by the Dean within 10 working days of the date of the decision by the PSC. The Dean will meet with the teacher candidate and make a decision on the appeal within 15 working days of meeting with the teacher candidate. The Dean will communicate the decision on the appeal in writing to the teacher candidate, the complainant, and the Chair of the PSC.
7. Undergraduate degrees offered in the Faculty of Education are professional programs regulated by the Manitoba Education and Early Childhood Learning Teacher Certification Branch. The Faculty of Education is required to ensure teacher candidates who, as associate members of the Manitoba Teachers' Society, uphold

the society's [Code of Professional Practice](#) throughout their degree programs as it is articulated in the [Faculty of Education Professional Standards Policy](#) (Undergraduate Program). Therefore, the PSC's recommendation and the Dean's decision on appeals are final except where one of the following situations exists:

i) A misapplication of this process; and/or

ii) Demonstratable evidence of bias of the PSC and/or the Dean

Further appeal may be made to the Brandon University Student Appeals Committee on those grounds only and within 10 working days of receiving the Dean's decision of appeal.

5.0 Scope of the Policy

Applies to all undergraduate students in Faculty of Education programs.

6.0 Reference to Other Policies

[Faculty of Education Professional Standards Policy](#) (Undergraduate Program)
[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.

7.0 Approval Process

Faculty of Education

Brandon University Undergraduate Studies Committee

Brandon University Senate

Procedures

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