



TEACHER EDUCATION UNIT

BUFFALO STATE • The State University of New York

POLICY HANDBOOK

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TEU Policy Handbook

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Introduction to the Teacher Education Unit

Institutional Context

SUNY Buffalo State University was founded in 1871 when it opened its doors to its first class, led by Principal Henry B. Buckham. Known as the Buffalo Normal School, the sole purpose was to train teachers to serve Buffalo's fast-growing student population in public schools. In 1925 the preparation of teachers became a four-year program leading to a bachelor of science in education degree. As the school grew, the name of the institution changed to State Teachers University at Buffalo in 1928 and it earned accreditation by the American Association of Teachers Colleges. In 1945 the State Education Department approved a proposal to grant the Master of Science in education degree and soon the institution was called New York State University for Teachers at Buffalo. The institution joined the State University of New York (SUNY) system in 1948 and by 1951 was known as The State University College for Teachers at Buffalo with the largest enrollment of any teachers' university in the state. The curriculum expanded with the addition of Bachelor of Science in education programs in early secondary education, including English, French, Spanish, mathematics, social studies, and general science. By 1961 the institution became known as State University College of Education at Buffalo and it was the first SUNY institution with a study-abroad program.

Buffalo State was one of the first schools accredited by National Council of Teacher Education (NCATE) in NCATE's founding year, 1954, and it has maintained continuous accreditation since that time. Buffalo State is also accredited by the Middle States Association of Colleges and Schools and numerous professional organizations representing specific academic programs.

Today, Buffalo State University is one of thirteen regional comprehensive universities within SUNY. Because it is part of a unified system of public higher education, teacher education programs at Buffalo State are governed not only by New York State Education Department (NYSED) regulations, but also by SUNY Board of Trustees mandates on general education, faculty workload and evaluation procedures, and governance and resource allocation policies.

Buffalo State University is one of the largest traditional four-year universities in the SUNY system with 79 undergraduate programs including 11 honors options as well as 64 graduate programs including 11 post baccalaureate teacher certification programs. Buffalo State is located in an urban setting surrounded by Buffalo's vibrant museum district. 84% of the almost 2,000 faculty members hold the highest degree in their field.

Buffalo State University is organized into the School of Education and Applied Professions and the School of Arts and Sciences. Additionally, the Graduate Studies Office supports programs housed within the specialty schools.

The **Teacher Education Unit** (TEU) refers to all teacher education and education-related programs at Buffalo State.

Unit Governance and Teacher Education Council By-laws

All professional education programs in the Buffalo State Teacher Education Unit are under the leadership of the of the dean of the School of Education and Applied Professions who is the unit head and a member of the Dean's Council. Programs are additionally unified by the Teacher Education Council (TEC). The following by-laws guide the TEC:

ARTICLE I. Preamble

- A. The Buffalo State University Teacher Education Unit (TEU) establishes these by-laws to describe the membership, structure and functions of the Teacher Education Council (TEC) comprised of representatives from teacher education faculty and staff as part of the governance structure of the TEU.

ARTICLE II. Membership

The composition of the TEC shall include elected representatives from the teacher education programs and ex-officio members (see C below).

- A. The TEC exists for the purposes of supporting all teacher education programs and communication with the campus by external bodies such as accrediting bodies, SUNY and the New York State Education Department; and for purposes of clarity and informed representation of the TEU to all offices on campus, the Dean of the School of Education and Applied Professions serves the TEU as the unit head. A description of unit head activities is detailed in Appendix A.
- B. Membership (Voting)
 - 1. TEU: The TEU is comprised of full- and part-time faculty and staff in academic departments wherein programs of teacher preparation reside, and whose primary assignment is to provide teaching, advisement, and field placement support for teacher education programs. Voting membership shall include only full-time faculty (tenure track and lecturers) and staff members. Membership in the TEU has been functionally defined as those programs leading to a NYSED teaching credential.
 - 2. TEC: Faculty representatives on the TEC shall be elected from the membership of the TEU to serve a two-year term, in accordance with Article V of these by-laws.
 - 3. Executive Committee: The TEC Executive Committee (TEC-EC) facilitates the work of the TEC. The TEC-EC is made up of a chair, vice chair, secretary, and an at-large member. The TEC-EC shall be elected from the TEC members in accordance with Article V, of these by-laws.
 - 4. P-12 Professional Development Partnerships (PDP) Consortium Member: An appointed representative of the Buffalo State Teacher Education Unit Professional Advisory Council (TEUPAC), as recommended by the TEUPAC, will serve on TEC as a voting member.
 - 5. Teacher Candidate Members: Appointed teacher candidate representatives, shall be voting members of the TEC. The teacher candidate members shall be appointed in accordance with Article V.
- C. Ex-Officio Attendees (Non-Voting)
 - 1. The Ex-Officio list is subject to change and determined by the TEC Executive Committee and the Unit Head.
 - 2. Ex-Officio Members
 - a. Assistant Dean for Accreditation and Assessment
 - b. Career and Professional Education
 - c. Director(s) of Student Teaching
 - d. Horace Mann Endowed Chair
 - e. International Graduate Programs for Educators
 - f. TEC Committee Chairs
 - g. PDP Director
 - h. Teacher Certification Office
 - i. Woods-Beals Endowed Chair

ARTICLE III. Purpose

- A. Statement of Purpose: The purpose of the TEC is to ensure systematic and regular dialogue among faculty in teacher education programs university-wide. The council will advise the Unit Head on matters related to teacher education that may include, but are not limited to: assessment, accreditation, communication, field/clinical experiences, policy review, and faculty development.
- B. Meetings:
 - 1. The TEC will meet at least two times each academic semester. Dates of meetings will be announced in *The Daily Bulletin* at the beginning of each academic year.
 - 2. Meetings will be called and scheduled by the TEC chair, with the agenda being established by the TEC-EC in consultation with the unit head.
 - 3. Meeting announcements, agendas, recommendations, and minutes shall be distributed to TEC members in advance of meetings.
 - 4. Any five voting members (as designated in Article II) can petition the chair of TEC to hold a special meeting; a proposed agenda must accompany the petition.

ARTICLE IV. Committees

- A. Committee Charges:
 - 1. The TEC Committee list is subject to change and determined by the TEC Executive Committee and the Unit Head.
 - 2. In addition to the Executive Committee, there shall be four (4) standing committees:
 - a. Assessment/Accreditation: charged with seeking resources that provide guidance on state regulations and accreditation and making recommendations to ensure the continuous improvement of programs and activities in the TEU for which unit-wide assessment and data collection activities provide important information.
 - b. Field/Clinical Experiences: charged with providing TEU oversight of field and clinical experiences in the teacher and leader education programs in the unit.
 - c. Faculty Development: charged with gathering and communicating about professional opportunities (e.g., monitoring shared file documenting continuing education, scholarships, grants, etc.).
 - d. Recruitment and Retention: charged with monitoring and providing guidance on efforts related to admission and retention of high-quality initial and advance program candidates from a broad range of backgrounds and diverse populations who meet local, regional, state, or national needs, including in hard-to-staff and shortage fields.
- B. Membership: Membership on TEC committees will be open to all TEU members. The term for standing committee membership is two years. The chair of each standing committee shall submit for the consent of the TEC those names of members nominated to serve on that committee, reflecting representation across the teacher education programs included in the TEU. Each standing committee shall have the right to add as many non-voting members to its group as it deems fit, consistent with its charge. Membership on all committees is open to all TEU faculty and staff. Representative participation by TEU members across programs is encouraged.
 - 1. Each committee will meet no less than twice each semester.
 - 2. Each committee will select and submit the name of its chair within two weeks following the first TEC meeting of the academic year.
 - 3. Each committee chair will provide a committee membership roster to the TEC-EC secretary at the second TEC meeting each fall.
- C. Functions: All committees will report and/or make recommendations to the TEC
 - 1. All standing committees shall have a method to record decisions of the committee, with the appropriate vote, for transmission to the TEC and to carry on other appropriate tasks as determined by the committee.
 - 2. Committees are encouraged to regularly post their meeting minutes.

3. Reports and/or recommendations from standing committees are presented to the full TEC at each meeting for potential action or recommended dissemination to the TEU.

ARTICLE V. Elections & Appointments

- A. The election of-fourteen-(14) TEC faculty representatives will occur in each academic department prior to the final TEC meeting each spring semester. Full-time TEU faculty and staff will be eligible to vote in the election of representative(s) from their respective ~~school~~-academic department. A current list of full-time TEU faculty and staff will be submitted to the unit head for verification prior to each election. Deans and department chairs will work with their schools and departments to facilitate the identification and nomination of faculty representatives to comprise the ballot. Elections will be held using each ~~school's~~ academic department's election process.

1. Representatives will be elected to two-year terms.
 1. Art Education (1)
 2. Career, Technical, and Science Education (1)
 3. Elementary Education Literacy and Educational Leadership (4)
 4. English Education (1)
 5. Exceptional Education (3)
 6. History and Social Studies Education (1)
 7. Mathematics Education (1)
 8. Music Education (1)
 9. Speech-Language Pathology (1)
2. The number of representatives from each ~~school~~ academic department will be re-examined every four (4) years. Revisions were made in 2013, 2017, 2021, and 2026.
3. The number of representatives allocated to each department is determined using a proportional representation model to ensure equitable participation based on department size. First, the total number of full-time faculty members across all departments is calculated. Each department's share of representatives is then determined by dividing its number of members by the total number of faculty and then multiplying that proportion by the total number of available representative positions.

B. TEC Executive Committee Elections & Voting

1. TEC Executive Committee Elections
 - a. shall be comprised of at least one member from each of the schools where teacher education programs reside.
2. TEC Regular elections
 - a. will occur at the May TEC meeting. The newly elected officers shall take office as of August 1st.
 - b. Two-year terms for the chair and chair-elect.
 - c. One-year terms for the secretary and at-large member.
 - d. Any nominees not present must have provided "assent" prior to being nominated.
 - e. The TEC voting membership will complete a written, anonymous, ballot based on the nominees for each of the four executive committee positions.
3. TEU Voting
 - a. Standing Committees
 - i. A quorum for all TEC committees (standing and ad-hoc) shall be a simple majority of committee members.
 - b. TEC Voting
 - i. TEC members include the fourteen (14) faculty/staff representatives, up to two (2) student representative(s) and one (1) Professional Development Partner representative.
 - ii. Ex-officio members will not vote.
 - iii. A simple majority of the voting TEC members will be used to determine outcomes of all actions or proposals requiring endorsement by the TEC.

- iv. Faculty and staff from across the TEU will be notified of the date of election of TEC representatives in *The Daily Bulletin* in accordance with voting by-laws of respective schools.

4. TEU Voting

- a. Referenda that require the consideration of all members of the TEU, such as by-laws revisions (see article VI), will be conducted securely and anonymously for all full-time faculty and staff on the current membership list. Voting on such issues may occur using a secure voting utility. An official membership list will be maintained by the administrative assistant to the unit head (Dean of the School of Education and Applied Professions).
- b. A simple majority of the voting TEU members will determine the outcome of referenda to the TEU.

- C. Appointments: The TEC Chair will appoint up to two (2) teacher candidate representatives and the P-12 PDP Consortium member representative each for a one-year term. Recommendations for the teacher candidates appointments will be sought from the TEC academic departments. Recommendations for the PDP Consortium member appointment will be sought from respective campus organizations, PDP schools, community advisory councils of the education programs, and/or TEUPAC.

ARTICLE VI. Amendments to By-Laws

- A. Any member of the TEC may present a proposed amendment to the by-laws. Proposals must be submitted, in writing, to the TEC at least 10 days prior to a scheduled TEC meeting. A summary brief of the proposal must be distributed to all TEU faculty members, along with the meeting announcement and agenda, at least 10 days prior the occurrence of the TEU meeting at which vote will occur, or 10 days prior to a scheduled electronic vote. Adoption of amendments to the TEC by-laws requires a majority vote of the eligible voting TEU membership.

ARTICLE VII. Parliamentary Procedures

- A. Conduct of TEC meetings and procedures will follow *Robert's Rules of Order* unless specifically addressed in these by-laws.

Unit Majors

Programs/Degrees	Buffalo State Program
Bachelor's programs for education majors seeking an initial license to teach	Childhood Education, B.S.
	Early Childhood & Childhood Education, B.S.
	Early Childhood Education, B.S.
	Special Education and Childhood Education, B.S.Ed.
Bachelor's programs for academic majors seeking an initial license to teach	Business & Marketing Education, B.S.
	Career & Technical Education, B.S.
	Family and Consumer Sciences Education, B.S.
	Technology Education, B.S.
	Art Education, B.F.A.
	English Education B.S.
	Mathematics Education, B.S.
	Mathematics Education (Extension), B.S.
	Music Education, B. Mus.
	Social Studies Education, B.S.
	Social Studies Education (Extension), B.S.
Post-Baccalaureate non- degree program that leads to the first teaching license	Art Education, PTCP+
	English Education, PTCP+
	Business & Marketing Education, PTCP+
	Mathematics Education, PTCP+
	Mathematics Education (Extension), PTCP+
	Social Studies Education, PTCP+
	Social Studies Education (Extension), PTCP+
Master's program that leads to the first teaching license	Technology Education, PTCP+
	Adolescence Education, Social Studies (MSED with Initial Certification)
	Adolescence Education, Social Studies with 5-6 Extension (MSED with Initial Certification)
	Childhood Education (MIITC), M.S. Ed
	Science Education, 7-12 (BIO, ESS, CHE, PHY), M.S. Ed
	Science Education: Residency Program, M.S. Ed
	Science Education: Physics 7-12 +++
	Special Education: Early Childhood, M.S. Ed
	Special Education: Childhood, M.S. Ed +++
	Students with Disabilities (SWD) Generalist 7-12, M.S. Ed+++
Master's programs for already licensed teachers in the content area (e.g., science) with pedagogical components	Special Education: Students with Disabilities (All Grades), Initial Certification M.S.Ed.
	Art Education, M.S. Ed
	Curriculum & Instruction, M.S. Ed
	English Education, M.S. Ed
	Business & Marketing Education, M.S. Ed
	Career & Technical Education, M.S. Ed

	Mathematics Education, M.S. Ed
	Social Studies Education, M.S. Ed
	Music Education, M. Mus.
	Technology Education, M.S. Ed
	Special Education: Students with Disabilities (All Grades), M.S.Ed.
	Special Education: Students with Disabilities (All Grades) Residency Program, M.S.Ed.
Literacy Education, Specialist, Coach	Literacy Specialist, B-12, M.S. Ed
Other graduate programs for already licensed teachers	Bilingual Inclusive Education, Graduate Certificate
	Teaching English to Speakers of Other Languages, Certificate of Advanced Studies
	Special Education: Students with Disabilities (All Grades) Post-Masters Certification, Certificate of Advanced Studies
Behavior Analysts	Applied Behavior Analysis, M.S.
Speech-Language Pathologists	Speech-Language Pathology, M.S. Ed
School Leaders	Educational Leadership, C.A.S.
	Educational Leadership, Combined Program SBL/SDL, C.A.S.

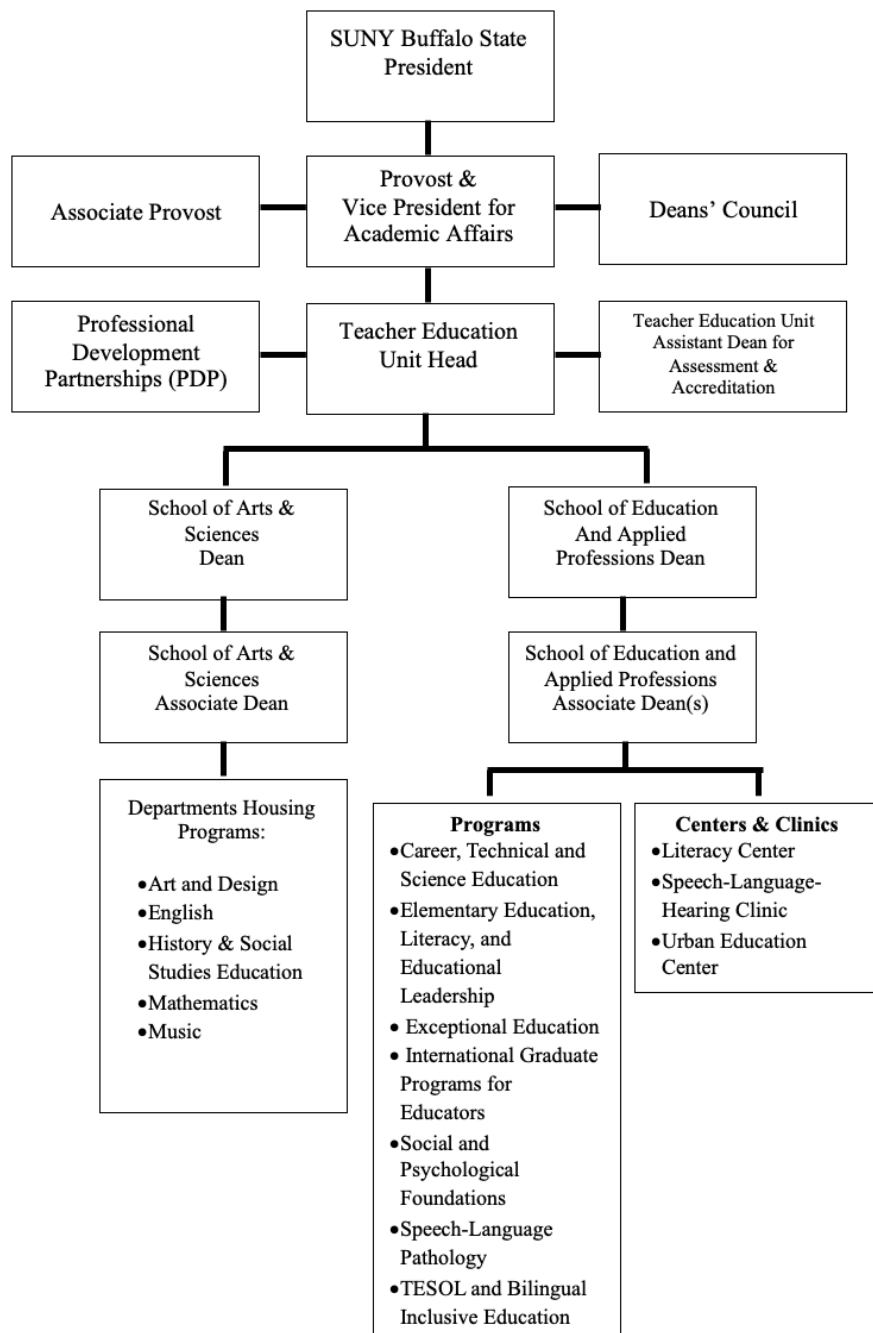
+Post baccalaureate Teacher Certification Program (PTCP): No degree or certificate is awarded by Buffalo State University.

++Post masters Teacher Certification Program (PMTCP): No degree or certificate is awarded by Buffalo State University.

+++These programs are being phased out, there are students in program but no longer accepting students.

Unit Organization

Buffalo State Teacher Education Unit Organizational Chart



Unit Guidance

Buffalo State Mission Statement: <https://suny.buffalostate.edu/about#mission>

Buffalo State Diversity Statement: <https://equity.buffalostate.edu/mission>

TEU Mission: <https://epp.buffalostate.edu/about-us>

The mission of the teacher education faculty at Buffalo State University is to prepare facilitators of learning (initial programs) and accomplished educators (advanced programs) who are reflective, innovative, and student-centered. We strive to prepare professionals who can meet the challenge of teaching all learners in a complex, technological, global society. Teacher education faculty engage their collective expertise in teaching; scholarship and research; and service to the community, university, and profession. Faculty value and strive to cultivate a professional climate that promotes teaching excellence, intellectual vitality, and communication through collaboration across programs, among faculty, students, and the larger community.

TEU Vision

The conceptual framework, which includes unit goals, of all teacher education programs at Buffalo State University articulates the unit's vision, ensures coherence across candidates' programs and reflects commitment to prepare candidates to work effectively with all students including students with culturally, linguistically, and ethnically diverse backgrounds and students with disabilities.

TEU Core Values

The teacher education faculty believe that the optimal environment for teacher preparation is one in which university-based and school-based teacher educators collaborate closely on mutually identified and mutually beneficial outcomes designed to improve both the university and school settings. The teacher education faculty both recognize and celebrate the diversity which characterizes American educational institutions; furthermore, the faculty are unequivocally committed to preparing educators whose attitudes and professional expertise advance diversity and the diversification of American democratic society. Teacher education faculty are committed to the following fundamental premises: (1) that all students can learn;

(2) that all students have a right to learn to their greatest potential; and (3) that all students are entitled to an educational environment where teaching and learning are the most valued of all activities.

Buffalo State intends to build upon its strength in teacher education and its location in the second largest city in the state to play a leadership role in addressing the issues relative to the delivery of quality education in urban settings.

In support of this initiative, the university will:

- Focus on studying and assisting urban schools
- Seek to recruit students with an interest in urban education
- Develop curricula to focus on training for service in urban settings
- Develop a master's program in urban education open to educators across the state
- Provide continuing education and lifelong learning opportunities for teachers in the region.

Unit Conceptual Framework

The Buffalo State University Teacher Education Unit is committed to the intellectual, personal and professional growth of future and practicing professionals in the diverse fields of education. We seek to prepare reflective, innovative, student-centered educators who are committed to transform the lives and the communities in which they live and serve.



Reflective

Reflective teachers recognize the importance of continuous improvement and data-driven decision-making. They possess the competence and commitment to infuse these ideals into their teaching. At the core of this principle is, first, the knowledge that all students, no matter what background or situation, can learn and become responsible citizens of this world; and second, that it is the responsibility of teachers to partner with school leaders, community members, and family, to help each student grow to his or her potential. This responsibility is grounded in a commitment to the profession and to the significant role that schools and education play in furthering a socially just and democratic society. At Buffalo State, we foster this level of reflection through an awareness and understanding of social and global equality issues, a readiness and ability to examine the latest research and best practices of the field, a collaborative spirit that seeks to consult and learn from community and culture, and expertise to perform deliberate and thoughtful assessment in each new situation.

Innovative

Innovation in teaching is the ability and ambition to find and create solutions for student and school challenges, to embrace change in the interest of all students, and to view mistakes and challenges as opportunities for growth. Innovation in the field of education involves regular and responsive collaboration with community and school partners; it involves new technologies and new uses for old technologies; and it recognizes fewer and fewer boundaries between every student and a quality education. The field of education must be as dynamic and progressive as the world around us. Buffalo State is committed to preparing educators who recognize the importance of innovation in education. We ensure our candidates achieve this principle through interaction with passionate and seasoned faculty, quality field experiences, curricular exercises, exposure to cutting-edge research, and professional development opportunities.

Student-Centered

Student-centered education is achieved by understanding what is valued by the student and engaging them in those areas; by including students in planning, implementation, and assessments; and empowering students to become life-long learners. Student-centered education ensures both equity and excellence in teaching. Educators must differentiate instruction and personalize the relationship. Student-centered instruction recognizes that marginalizing the education of those who learn differently or who are put at risk by social and cultural discrimination, limits the education of all students. Buffalo State teacher candidates are prepared to be student-centered with a curriculum aligned with the RISE principles as well as national and state standards. Student-centered practices are infused in all levels and programs and assessed regularly to assure our candidates understand and can effectively use these best practices to develop life-long learners. These three principles – reflection, innovation, and student-centered education – work interdependently and are integral to developing teacher candidates who possess the necessary content knowledge, professional awareness, and professional dispositions to support and enhance the education of all students in all contexts. Buffalo State University is committed to the development of these principles in all our candidates so that they may become effective leaders in the education of a just and equitable society.

Buffalo State Educators RISE to meet the following seven unit goals:

1. **Content:** The professional educator will know the subject matter to be taught to P-12 learners.
2. **Learner:** The professional educator will understand P-12 learners' socialization, growth, and development; the learning process; reflection of teaching; and the establishment of a classroom climate that facilitates learning.
3. **Pedagogy** The professional educator will attain an understanding of strategies that candidates use to teach all learners.
4. **Technology:** The professional educator uses technology as a vehicle for learners to acquire information, practices, skills, use higher order thinking skills, and participate in collaborative projects.
5. **Reflection:** The professional educator exhibits the ability to reflect and assess his/her own effectiveness, and to systematically make adjustments to improve and strengthen areas needing attention.
6. **Diversity:** The professional educator is aware of and sensitive to diversity issues and to use culturally and socially responsive pedagogy.

7. **Dispositions:** The professional educator demonstrates respect for learner differences, commitment to own personal growth, and engagement in short and long-term planning (disposition wording might be slightly modified to be consistent with specialty areas, if so, departments will share those modified dispositions with candidates).

Unit Professional Dispositions

(amended by the Teacher Education Council May 2017)

1. Professional:

- Follow the New York State Code of Ethics
- Maintain confidentiality
- Exhibit professional pride in appearance and demeanor
- Demonstrate high-quality communication skills in both written and oral communications

2. Reliable and Dependable:

- Are punctual and organized
- Complete essential tasks without prompting
- Meet deadlines

3. Respectful:

- Committed to meeting student needs
- Practice judicious and empathetic interactions with students and colleagues on campus and in the community
- Show care and thoughtfulness in using the intellectual and physical property of others

4. Committed to Student Learning:

- Make decisions and plans that are student centered and foster higher-order thinking skills
- Demonstrate understanding of the important contribution of diversity of thought, background and ethnicity in high-quality educational experiences
- Use culturally relevant curricula
- Demonstrate and affirm the expectation that all students can learn, and it is the teacher's responsibility to investigate research and practice in differentiating instruction to reach all learners' needs
- Display in their lessons and plans a thorough knowledge of current theory, content, pedagogy, technology tools and assessment practices

5. Reflective:

- Show an openness to continuous improvement
- Listen effectively
- Demonstrate receptivity to feedback by improving performance
- Tailor and reformat instruction based on assessed student needs

6. Enthusiastic:

- Show initiative and leadership
- Practice creative problem solving
- Demonstrate willingness to take calculated risks and to monitor students' receptivity to teaching innovations
- Are energetic, and open to new ideas

7. Collaborative:

- Work well with peers, faculty and mentors and seek to learn from them and share ideas
- Practice tactful communication skills, especially when sharing critique and constructive suggestions with others
- Seek appropriate leadership roles

Program Policies

Section 1. Grade Point Average Admission Requirements.

- A. **Undergraduate and Graduate Educator Preparation Programs** - The university's admissions policy as directed by the President sets the admissions threshold for undergraduate teacher preparation programs at a high school average of 81 or higher. According to the GPA conversion table, this is a B- or the equivalent of a 2.7 GPA. Transfer students should demonstrate a collegiate GPA of 2.7 or higher.

Graduate admissions remain at a minimum undergraduate GPA of 3.0.

- B. Applicants who do not yet meet the minimum criteria should consult with advisors in the specific educator preparation program of choice for suggested pathways to achieve successful candidacy. Please note: individual academic programs/departments may have additional admission requirements. Please see your academic program/department for more information.

Section 2. Additional Criteria for Admission.

- A. Each program in the Teacher Education Unit shall determine additional criteria for entrance and retention in the program and/or candidacy in the professional sequence (which may occur simultaneously or separately). These are detailed in the undergraduate and graduate catalogs for each Teacher Education Unit program. Additional entrance criteria may include but are not limited to, some or all of the following:
1. GPA in specific content area
 2. Controlled literacy/numeracy samples
 3. Letters of reference
 4. Personal statement of learning/teaching philosophy or professional objectives
 5. Experience with diverse learners
 6. Experience in diverse social, cultural, or educational settings
 7. Work samples in content area
 8. Prior performance
 9. Degrees, courses or semester hours completed
 10. Interviews
- B. In deciding whether to admit, retain, or graduate a candidate from a program, or to recommend an individual for a state certificate, the Teacher Education Unit considers not only the university's admission and academic requirements but also the individual's competencies related to serving in the teaching or educational leadership profession, including, but not limited to, personal characteristics, conduct, and potential to serve effectively and ethically in the profession for which the individual is seeking training or certification.

Section 3. Program Retention and Graduation Requirements.

- A. All Teacher Education Unit candidates must:
1. Maintain the overall and major GPAs as required by a program and defined in the Buffalo State catalogs.
 2. Demonstrate satisfactory performance as outlined in unit-wide and program assessments related to the conceptual framework, the seven Teacher Education Unit goals, department policies, and the Unit Professional Dispositions.
 3. Complete Teacher Education Workshops required by a program for graduation.
- B. To qualify for a required practicum or student teaching placement the candidate must be admitted to a SUNY Buffalo State teacher education program and meet all prerequisite program requirements as defined in Article II: Section 2 (Assignment of Field/Clinical Placements).

Field and Clinical Experiences Policies

Section 1. Qualifications of University Supervisors (University Employees).

- A. Field experiences are supervised by university faculty who hold certification in the appropriate content area, or in educational administration.
- B. University supervisors are systematically oriented and monitored. They participate actively in the programs. They participate in professional development activities to ensure quality of field experiences for candidates.

Section 2. Qualifications for Cooperating Teachers and Other Field-Based Supervisors (School District Employees).

- A. Cooperating teachers and other on-site, field-based supervisors of candidates in applied settings have a minimum of three years of experience in the area in which they are supervising, are certified for the areas in which they are teaching or working, and are recommended by the appropriate school administrator.
- B. Exceptions may be made for otherwise qualified cooperating teachers and field-based supervisors in school settings where teacher shortages exist or at the discretion the placement coordinator.

Section 3. Professional Development Partnerships (PDS~~P~~)

Mission: The Professional Development Partnership (PDP) between the School of Education and the Teacher Education Unit (TEU) at SUNY Buffalo State University and participating schools is a collaborative effort. The partnership is dedicated to college faculty, school administrators, practicing teachers, and teacher candidates exploring effective practices to:

- (a) cooperatively mentor teacher candidates and provide close connections to authentic classroom practice;
- (b) promote shared professional development for all constituents;
- (c) impact student learning; and
- (d) research innovative and best educational practices.

Purpose: University faculty, school administrators, and practicing teachers deliberate on how to cooperatively supervise pre-service teachers and provide closer connections to classroom practice, promote professional development for in-service teachers, improve student learning, and research educational practice for school reform.

Critical aspects of our program involve creating and maintaining a collaborative community partnership with urban, suburban, and rural school districts; collaboratively identifying, developing, and refining practices that promote student achievement; supporting initial preparation and continuing professional development for teachers and other school-based educators; and supporting teacher inquiry to improve pupil and educator development. This is accomplished while Elementary Education, Exceptional Education, Secondary Education, and Content majors gain a variety of experiences, ranging from classroom observation and tutoring to methods and student teaching placements at established PDP sites.

For more information, please refer to: <https://pdp.buffalostate.edu/>

Section 4. Field Experiences and Clinical Practica.

The faculty of the Teacher Education Unit are proud of the candidates who go forth into the various educational careers offered in all approved programs for education preparation. In order to continue assurance of high quality, all programs in the Teacher Education Unit that include field/clinical experiences (which include methods placements, student teaching, internships, and practica) adhere to the following principles, which meet the professional standards of national and state agencies [including NYSED Commissioner's Regulations Part 51.21(b)(2)(ii)(c)(2)]:

- A. Field experiences and clinical practica are guided by a university approved course outline. Each outline includes

the field/clinical experience description, objectives, expected content, and assessment consistent with the Teacher Education Unit's Conceptual Framework, the professional standards applicable to the program, and each program's philosophy or goals.

- B. Field/clinical experiences are accompanied by a syllabus and/or a handbook informing all participants of outcome expectations.
- C. Field/clinical experiences in a single program are based on the development of professional knowledge, skills, and attitudes with the final experience(s) extending at least 4 or more weeks.
- D. Field/clinical experiences are accompanied or preceded by coursework or seminars.
- E. Field/clinical experiences occur in appropriate high-quality settings that provide experiences in diverse learning environments, including urban/high-needs schools, and opportunities for collaborative professional inquiry.
- F. Field/clinical experiences provide opportunities for candidates to work with a variety of school and community personnel as well as with parents and families.
- G. All teacher education programs include a clinical/field component. If you have been convicted of a felony, your criminal history record may impede your ability to complete this program and/or become a NYS certified teacher.
Please Review the Buffalo State Policy

Section 5. Assignment of Field/Clinical Placements.

- A. Field/clinical placements in teacher education are made in compliance with university policies.
- B. To qualify for a required practicum or student teaching placement, the candidate must be admitted to a Buffalo State University teacher education program; meet all program requirements outlined in the course catalog; be registered for the appropriate field experience course(s); and submit completed forms or applications on time. Allowances for those seeking certification require approval of the unit head.
- C. Candidates who require special accommodations in a field/clinical placement due to a disability must arrange such accommodations through the Buffalo State Student Accessibility Services Office prior to placement.
- D. Field/clinical experiences provide candidates with opportunities to work with a full range of students, including varying ages and abilities and different racial, ethnic, socioeconomic, and linguistic backgrounds.
- E. All teacher education clinical placements are arranged through the appropriate departmental clinical placement officer following processes approved by the respective department faculty.
 - 1. Candidates should not contact schools or teachers directly to arrange placements. Established professional relationships among Buffalo State, specific schools and school districts, and other regional institutions of higher education are jeopardized if direct candidate contacts occur.
 - 2. The field/clinical placement officer of a program may ask for candidate preferences in the location and/or scheduling of clinical placements, but preferred placement is not guaranteed. It is recommended that teacher candidates are not placed in school settings that relatives are employed, in order to minimize role confusion and conflict-of-interest issues that can undermine professional growth, performance, and evaluation. Candidates must provide their own reliable transportation to and from field/clinical placements.
- F. All teacher education clinical placements (student teaching, internships, practica) are arranged by the department that houses the TEU program. Each department's designated clinical or student teaching placement officer will notify candidates of their field placements by mail, supplemented by a telephone call or email. Teacher Candidates should contact their mentoring teacher soon after the placement is made to make specific

arrangements for the placement to begin. Teacher Candidates should report to the main office of the assigned school on the first day of their placement, and follow the school's security procedures on all visits.

Section 6. Performance Requirements for Candidates in Field/Clinical Placements.

- A. The first obligation of candidates is to protect the welfare, safety, and rights of students, who may be minors or individuals in circumstances of significant vulnerability; the second is to promote student authentic learning in a socially just environment as described in the Educator Preparation Provider Conceptual Framework. The standards of professional behavior expected of all teacher education candidates are described in the Teacher Education Unit Candidate Dispositions <https://epp.buffalostate.edu/conceptual-framework> and the New York State Code of Ethics for Educators <http://www.highered.nysed.gov/tcert/resteachers/codeofethics.html>.

Section 7. Safety and Welfare

- A. Teacher Candidates are responsible for the safety and welfare of the students in the classroom and hallways of the school. They should know fire drill directions and procedures, and review lock down policies. Teacher Candidates should not leave the class unsupervised for any reason. If candidates are in need of assistance, they should call the main office of the school where they are assigned.
- B. Candidates must comply with school rules, policies, and procedures, including those concerning student safety and management/discipline; and teacher attendance, performance (appropriate to the field experience), and behavior. Candidate attire must meet the standard set by teachers in the school; be distinguishable from students; and comply with school dress code(s) for teachers and students.

Section 8. Field/Clinical Placement Problem Resolution.

Despite good intentions, problems sometimes arise between the candidate and mentor teacher. If the problem cannot be resolved through discussion, the following steps should be taken, in the order listed, by the candidate, the mentor teacher, and/or the school administrator asserting the complaint:

- A. The complainant should contact the practicum course instructor or university supervisor. That individual will discuss the matter with each party individually and may organize and facilitate a meeting among the parties.
- B. If no satisfactory resolution is reached, the complainant should contact the department chair or other designated department representative. That individual will discuss the matter with each party and determine the next steps to be taken either to resolve the issue or initiate other appropriate action.
- C. If the mentor teacher provides evidence of continued, repeated violations of any of the afore stated academic or professional skills, and the candidate does not improve or address the concerns of the mentor teacher as identified by that teacher or outlined in the Candidate Consultation Report (Appendix B), the mentor teacher may ask that the teacher candidate not return to the classroom. This is considered a failed placement. After the mentor identifies the reasons for a candidate's removal and consults with the university supervisor, the candidate will receive a grade of Unsatisfactory. See Section 9: Final Evaluation for additional details. Note, the Candidate Consultation Report wording and grading might be modified by programs to be consistent with specialty areas; see program requirements.

Section 9. Final Evaluation

- A. When a candidate does not succeed in a student teaching placement, this may be due to many factors including but not limited to repeated demonstrations of inadequate or incorrect content knowledge, inappropriate professional dispositions, and/or underdeveloped teaching skills. The final grade for a field/clinical experience is assigned by the university instructor, in consultation with the mentoring teacher, based on the academic and professional performance standards adopted by each program.

- B. The University is not obligated to provide a subsequent clinical placement to a candidate who has failed any field experience.
 - 1. Any subsequent field placement that is permitted by the University after failing a practicum or student teaching experience requires repeating the entire experience in the subsequent placement.
 - 2. The University will not provide a subsequent assignment to any candidate who has failed two field placements. Failing two field placements will result in terminating the candidate from the program.
- C. The department chair or designee, in consultation with the university supervisor, mentoring teacher, and dean, may determine that a student teaching experience must be extended to ensure that the student teacher has met the required standard of performance to pass the associated student teaching course. Under these circumstances, the student teacher must continue student teaching in a satisfactory manner on a full-time basis for the assigned additional period, which may be up to 7 weeks beyond the end of the original placement. Failure to do so will result in failing the student teaching course.

Section 10. Strike Policy.

If a candidate is placed in a district that goes on strike, the following procedures should be followed:

- A. If a strike is anticipated or goes into effect, the candidate should notify as soon as possible the university supervisor/course instructor and/or the Field/Clinical Placement Coordinator.
- B. Candidates are not to take part in any strike activities in the district. Candidates should not enter the school building during a strike without first obtaining the permission of the mentor teacher, the school administrator, and the president of the local teacher's union. If it is necessary for a candidate to enter the building, the mentor teacher should assist the candidate in obtaining the approval of all required parties.

Candidates should not become engaged, in any fashion, in a labor dispute that is internal to a school district. Specifically, candidates should not be asked to make a personal decision regarding crossing a picket line. They should not be used as teacher substitutes if they find themselves in a school where a teacher work stoppage occurs. If a labor dispute is short lived, then the Department will inform its Teacher Candidates not to attend the placement site during the work action. In the event the teacher action extends more than one or two days, the Department will have to provide alternate campus-based instruction until the work action ends or a suitable alternative placement can be secured. If the work action is lengthy, the Department will locate alternative placements as soon as possible to meet minimum requirements mandated by the State Education Department and accrediting bodies

Section 11. Basic Responsibilities of Student Teachers.

Conducting the business of a teacher in a professional manner is an essential and critical part of the expectations that come with teaching. There are many aspects of what constitutes a professional and making the transition from college candidate to a licensed professional includes obtaining the attitudes and integrity of all that is included within the definition:

- A. **Knowing and Following Policies, Practices and Procedures of the School District:** Candidates must preview the policies and procedures of the School District(s) in which they are placed for student teaching. Candidates are subject to the policies, practices and procedures of the District as long as candidates are in a student teaching placement.
- B. **Handling Confidential Information:** While performing duties as a Teacher Candidate, candidates may have access to information about school business, students, tests, other employees, and records that should be considered confidential. Do not release any information before consulting with the Mentor Teacher. Additionally, candidates should not discuss a student with any other teachers except the Mentor Teacher. It is unprofessional to talk about or participate in discussions regarding students in faculty rooms, parking lots or hallways. (See Exhibit C in TEU Affiliation Agreement "Candidate Confidentiality and Non-Disclosure Agreement in EPP handbook p. 51)

- C. Contact the mentoring teacher soon after the placement is made to make specific arrangements for the placement to begin. A preliminary visit to the school is strongly encouraged.
- D. Work with the university supervisor to meet all requirements outlined in the appropriate field placement handbook, course outline/syllabus, and other materials provided by the department or university supervisor.
- E. Become familiar early in the placement with the school's faculty and student handbooks. Comply with all school rules, policies, procedures, and standards, including those concerning student safety and management/discipline; and teacher attendance, professional performance, behavior, and attire.
- F. Become familiar early in the placement with classroom curriculum, materials, and management/discipline procedures.
- G. Meet regularly with the mentoring teacher to plan instruction and other required activities. Lesson plans must be approved by the mentoring teacher in advance.
- H. Work the same hours and schedule, and perform the same duties, as the mentoring teacher. The school district calendar is followed for the duration of the placement.
- I. Communicate and interact with school personnel, parents and families, and students in a professional, tactful manner that preserves confidentiality, establishes rapport, respects diversity, and supports appropriate collegial and student-teacher relationships.
- J. Gradually accept increased responsibility for the mentoring teacher's professional workload under the guidance of the mentoring teacher and university supervisor over the duration of the placement. The student teacher is expected to assume substantial or complete responsibility for the mentoring teacher's workload, as described in the program-specific Field Placement handbook.

Section 12. Attendance While Student Teaching.

- A. The beginning and ending dates of student teaching placements are established by the official university calendar and/or the department within the framework established by the university calendar. Between these dates, the student teacher is required to:
 - 1. Be at the placement every day that school is in session and/or teachers are in attendance and follow the vacation schedule of the school district to which they are assigned.
 - 2. Work the same hours and schedule and perform the same duties as the mentoring teacher.
 - 3. Attend school faculty meetings, parent meetings, extracurricular activities, and all other events where teacher participation is expected by the school district, unless the mentoring teacher and/or school administrator determines otherwise.
- B. The student teacher should expect to be in attendance each day school is in session. However, in case of absence or tardiness due to illness or an unavoidable emergency, the student teacher must:
 - 1. Contact the university supervisor, the mentoring teacher, and the school as soon as possible, but no later than one hour before school starts on the day of an absence.
 - 2. Arrange delivery to the mentoring teacher of all materials that the Teacher Candidate possesses that are necessary for instruction on the day of the absence.

Section 13. Outside Employment or Coursework While Student Teaching.

Student teaching is a full-time responsibility. Employment outside the school or additional coursework while student teaching is strongly discouraged. Student teachers are not permitted to arrive late or leave the school early to

accommodate such activities. An imbalance between work and student teaching may result in an unsatisfactory evaluation for student teaching.

Section 14. Substitute Teaching by Student Teachers

Except in specific approved programs, a Teacher Candidate cannot be asked to serve as a substitute teacher in the assigned classroom during his/her student teaching practicum.

Section 15. Legal Aspects of Student Teaching

- A. All full-time undergraduate and graduate students at Buffalo State University, including those enrolled in student teaching courses, are highly encouraged to purchase accident and hospitalization insurance covering themselves; the University does not make it mandatory to do so. (See Liability Insurance)
- B. Teacher Candidates are covered by New York State Education Law §3023, which requires that each school district “save harmless and protect all teachers, practice or cadet teachers... from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person, or accidental damage to the property of any person within or without the school building, provided such teacher, practice or cadet teacher... at the time of the accident or injury was acting in the discharge of his duties within the scope of his employment or authorized volunteer duties and/or under the direction of said board of education...” A student teacher who is involved in any such accident must immediately inform his/her mentoring teacher and school administrator and notify the university supervisor as soon as possible thereafter. A student teacher who is served with a summons, complaint or other legal process involving an incident which occurred during the course of their student teaching placement must immediately forward a copy of the legal papers to the school administrator and the university supervisor.
- C. Teacher Candidates are covered by New York State Education Law §3001, which states in effect that a school district may permit a practice or cadet teacher enrolled in an approved teacher education program to teach a class without the presence of the certified teacher in the classroom provided the classroom certified teacher is available at all times and retains supervision of the practice or cadet teacher.
- D. New York State Social Services Law §413 require school officials “to report or cause a report to be made ... when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child...” Student teachers who become aware of such information must consult with their mentoring teacher and school administrator immediately and notify the university supervisor as soon as possible thereafter. The mentoring teacher and school will assist the student teacher in the event that the individual designated by the school district to report matters of abuse or neglect determines that a report should be filed.
- E. Teacher Candidates are covered by New York State Education Law §409-a, which requires that eye safety devices be worn as required in shops or laboratory settings, including but not limited to those used in teaching science, technology, and vocational subjects at the elementary, middle, and high school levels.
- F. Liability: Buffalo State is not liable for any illness or injury that may occur at the mentoring school or agency. Teacher Candidates are recommended to have their own insurance for that purpose. A Teacher Candidate may be held liable for negligent acts or omissions. Even though Teacher Candidates are highly encouraged to purchase liability insurance, the University does not make it mandatory to do so. Individuals who are interested in such insurance policies are encouraged to contact professional organizations such as the National Education Association, the Council for Exceptional Children, and the New York State Union of Teachers.

Transporting Students: Transportation of learners to or from school or school-related activities is not permitted in cars belonging to, or driven by Teacher Candidates as part of their assignment.

Use of Physical Management Techniques: Teacher Candidates should not use physical restraint procedures. Teacher

Candidates could be held responsible if they use inappropriate restraint, physical punishment, or other excessive physical management procedures to control the behavior of learners in the classroom.

Section 16. Field Placement Location & Transportation.

All teacher education field placements are arranged by the Field/Clinical Placement Office within the appropriate program's service region. Candidates must provide their own reliable transportation to and from placements. Travel times are generally within 60 minutes for pre-student teaching placements and may be up to 90 minutes for student teaching placements.

Teacher Candidate Policies

ARTICLE I: General Provisions

Section 1. Buffalo State University Directory of Policy Statements (DOPS). All Teacher Education Unit faculty and candidates should review the Buffalo State University Directory of Policy Statements (DOPS), available at <https://academicaffairs.buffalostate.edu/dops>

Section 2. Disclaimer. Admission to or graduation from a teacher education program in the Teacher Education Unit at Buffalo State University does not constitute a guarantee that the candidate will be granted a state certificate, extension, endorsement, or license.

Section 3. Prior Criminal History. All teacher education programs include a clinical/field component. If you have been convicted of a felony, your criminal history record may impede your ability to complete this program and/or become a NYS certified teacher.

[Please Review the Buffalo State Policy](#)

Section 4. Policy on Use of Electronic Portfolio Software. All candidates are required to use the electronic portfolio software approved by the Teacher Education Unit. Details of when enrollment is required will be shared by individual departments within the education unit.

ARTICLE II: Overview of Professional Competencies for Teacher Education Programs

Section 1. General Professional Competencies for Initial Programs. General professional competencies for initial programs are based on the following standards (or those deemed appropriate by the specialized professional area):

- A. For Initial Programs: Interstate Teacher Assessment and Support Consortium model core teaching standards (InTASC Standards):

The Learner and Learning

Standard 1: Learner Development—The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard 2: Learning Differences—The teacher uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard 3: Learning Environments—The teacher works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

Content

Standard 4: Content Knowledge—The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make the discipline accessible and meaningful for learners to assure mastery of the content.

Standard 5: Application of Content—The teacher understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Instructional Practice

Standard 6: Assessment—The teacher understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the teacher's and learner's decision making.

Standard 7: Planning for Instruction—The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard 8: Instructional Strategies—The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Professional Responsibility

Standard 9: Professional Learning and Ethical Practice—The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard 10: Leadership and Collaboration—The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth, and to advance the profession

B. For Advanced Programs

Each advanced program follows specialized standards that include, but are not limited to, Specialized Professional Association (SPA) standards, individual state standards, standards of the National Board for Professional Teaching Standards, and standards of other accrediting bodies [e.g., Council for Accreditation of Counseling and Related Educational Programs (CACREP)].

C. For All Programs:

1. Buffalo State Teacher Education Unit Professional Dispositions found at: <https://epp.buffalostate.edu/conceptual-framework>).
2. New York State Code of Ethics for Educators found at: <http://www.highered.nysed.gov/tcert/resteachers/codeofethics.html>

Section 2. Teacher Performance Assessment

In compliance with New York State Education Department requirements, Buffalo State University teacher candidates pursuing their initial teaching certification must complete and submit a teacher performance assessment (TPA) during their culminating clinical / practicum experience (e.g., student teaching). The TPA is a **multi-measure assessment** where candidates **demonstrate the pedagogical knowledge and skills** identified in the *New York State Teaching Standards*, which align with the *four principles of the New York State Culturally Responsive-Sustaining Education Framework*, and their content knowledge and skill in teaching to the *State learning standards* in the grade band and subject area of a certificate sought. Each candidate must submit the TPA evidence assigned by your program and confirmed with your college supervisor that includes evidence of the context for learning, planning, instruction, assessment, and reflection. Please refer to your program's requirements for documents to submit to meet the above criteria for the Teacher Education Unit TPA evaluation. co

Section 3. Professional Competencies for Speech-Language Pathology: Speech-Language Pathology students will be held to the standards dictated by the American Speech-Language-Hearing Association (ASHA) and the departmental Teacher Performance Assessment (TPA) requirements. Dismissal policies can be found on the department website.

ARTICLE III: Evaluation of Professional Competencies for Teacher Education Programs

Section 1. Candidate Evaluation. The faculty of the Teacher Education Unit at Buffalo State University systematically evaluate the performance of candidates, based on the written policies, procedures, and professional competencies of each program. On occasion, faculty may determine that additional assistance is necessary beyond the normal feedback and assessment provided by courses and field experiences.

Under such circumstances:

- A. Candidate Consultation Committee may convene, consisting of the referring faculty member, the student's advisor and the department chair or designee. The committee may meet with a candidate to reach agreement on strategies for improving performance in the area of concern. Such an agreement must be summarized in a Candidate Consultation Report (see Section 2 below).
- B. As a result of such consultation, a department may impose one of the following including, but not limited to:
 - 1. A remediation plan as outlined in the Candidate Consultation Report.
 - 2. Dismissal from a program if a candidate's performance is unprofessional or unsatisfactory for other reasons, and additional time in the program will not result in significantly improved performance.

Section 2. Candidate Consultation Report.

- A. The Candidate Consultation Report form is found in Appendix B.
- B. Copies of the completed Candidate Consultation Report will be given to the candidate and the faculty member(s). The original will be given to the department chairperson to be filed.
- C. To appeal the decision of the Candidate Consultation Committee, a student must follow the Buffalo State Student Complaints, Grievances and Appeals process outlined in the Academic Calendar under Academic Policies.

ARTICLE IV: Dismissal from a Program

Section 1. Dismissal.

- A. A department may dismiss a candidate from a program for failure to demonstrate satisfactory performance with respect to one or more of the academic and/or professional criteria in Article II.
- B. A candidate who is asked to leave a placement by his or her mentor teacher or other school personnel will be removed from that placement by university personnel responsible for that course or placement. The option of whether a student may be placed in another situation is dependent on the circumstances surrounding the reasons for dismissal and at the discretion of the university personnel. Teacher Education faculty are responsible for assessing and grading students assigned to their classes. Dismissal from a placement constitutes failure to meet the SLOs of a course in that placement. In most circumstances, that will result in a failing grade for the course. However, faculty reserve the right to consider student performance and dispositions in deciding any future placement options. At any point in the program, faculty may refer candidates to the Candidate Consultation Committee for a consideration of possible dismissal from the program.

Section 2. Program Dismissal Letter.

- A. The department chair or designee will hand-deliver or mail to the candidate a letter, and send a letter through Buffalo State email notifying the candidate of program dismissal.

- B. Once the department chair or designee has hand-delivered or mailed, and emailed to the candidate a program dismissal letter, the candidate will not be permitted to attend or register for teacher education classes or to participate in any practicum, student teaching experience, internship, or Teacher Education Unit activity, except at the discretion of the department chairperson or designee or until resolution of a successful appeal is achieved.

Section 3. Appeal. If the matter is not resolved to the student's satisfaction at the departmental level, the student may request a hearing with the Teacher Education Unit Head and should forward the documentation to that office. The request must be made within 10 academic days of the receipt of the recommendation of the department chair. The Unit Head shall convene a three-person committee drawn from a panel of available faculty within 10 academic days. Such committee shall include one faculty member from the department in which the faculty member resides. Furthermore, after the committee is constituted, the faculty member and the student have the right to review the committee membership and request alternative members in the event it is believed a member of the committee is not neutral. The committee shall meet and review the materials presented and solicit a response from the instructor to each count of the student's case. In the case of a grade appeal, the committee will familiarize itself with the standards and objectives of the course and evaluative material presented. Concerns shall be limited to consideration of the fairness of the application of the standards and objectives, and whether the standards and objectives were made known to the student in a reasonable manner. The difficulty of the standards shall not be an issue. The burden of proof shall be on the student, who may be asked to appear before the committee.

ARTICLE V: Candidate Complaints, Grievances, and Appeals

Buffalo State complies with New York State Education regulations requiring that campuses have procedures in place for filing complaints and seeking resolution of perceived problems. View online at *Buffalo State Student Complaints, Grievances, and Appeals*: <http://catalog.buffalostate.edu/undergraduate/student-complaints-grievances-and-appeals.htm>

Appendix A. Description of Unit Head Activities

External:

- Point of contact for SUNY Central Administration
- Meet once per semester with SUNY Deans and Directors of Education and serve on SUNY wide initiatives
- Point of contact for NYSED including Commissioner and Regents
- Respond to official requests to campus from NYSED and USDE
- Program Director and/or Principal Administrator for Grants involving TEU
- Work with regional BOCES on professional development for in-service teachers
- Point of contact for school districts and individual school administrators
- Oversee recruitment activities
- Provide administrative and budgetary support for Professional Development Partnership ~~School~~ (PDP) Consortium
- Manage all required communications and input on Teacher Certification Examinations and requirements (TCO)
- Administrative support for accreditation review
- Assure Response to Conditions in SPA reports
- Assure Response to Title II Data
- Assure Response to Corrective Action Plans (CAP) required

Internal:

- President's designee for incoming and outgoing communications regarding teacher education
- Provost's representative for policy and actions affecting teacher education programs
- Deans' Council advisor on teacher education programs (includes updates on policies and actions requested by the TEC)
- Advise and troubleshoot universal TEU policies such as DASA, required workshops, NYSED certifications, examination requirements, and other CAEP accreditation requirements
- Administrative oversight of Teacher Certification Office
- Administrative oversight of accreditation.
- Liaison to the Graduate Studies Office for education programming
- Administrative Liaison to the Teacher Education Council
- Advise and troubleshoot field and clinically rich placements
- Administrative oversight of the Professional Development Partnerships Consortium and other school/university partnerships for TEU
- Administrative liaison with Dean of Arts and Sciences for Master Teacher Program
- Oversight and Collaboration with Deans on budgetary support for faculty activities in TEU and TEC sponsored events

Appendix B. Candidate Consultation Report



TEACHER EDUCATION UNIT

BUFFALO STATE • The State University of New York

Candidate Consultation Report

(Please Print)

Candidate Name _____

Status: __Undergraduate __Graduate

Banner ID _____

Major Code _____

Email _____

Phone _____

Faculty Advisor _____

Date _____

Consultants (and role):

Referral by _____

Course _____

Referred for violation or concerns regarding:

_____ Professionalism/Dispositions _____ Work Completion _____ Communication (written or oral)
_____ Attendance _____ Academic Integrity _____ Knowledge and Skills

Reason for Consultation:

Actions to be taken (including timeline) by Candidate and Consultants:

Consultation Outcome: _____ Remediated Internally _____ Candidates Leaving Program/ Counseled Out

Actions to be taken (including timeline) by Administration (if referred):

Signature: Your signature below indicates that you have read and understand this plan.

Candidate _____

Date _____

Consultant _____

Date _____

Consultant _____

Date _____