

CSUB Appeal Process for the Disposition Assessment

Dispositions are integrated and assessed within programs at various transition points. Typically, candidates receive a copy of the dispositions when they meet with their advisors after filing an “intent to major” application. Candidates then complete a dispositions self-assessment during the admission interview process. This helps candidates become familiar with department expectations and encourages reflection upon their own professional attitudes and behavior.

A faculty member who observes a regular pattern of candidate behavior that demonstrates a failure to meet disposition standards completes an incident report that is placed in the candidate’s file. The report is shared with the candidate, allowing the candidate the opportunity to work on changing his/her attitude/behavior related to the identified disposition. Advisors systematically review candidates’ files when an application for student teaching is submitted and discuss any disposition incident reports and progress the candidate has made before approving the student teaching application. Candidates who have not made progress toward the disposition standards are not allowed to student teach. A decision letter will be mailed to the candidates by program coordinators.

Procedure for Initiating Appeal

A candidate must initiate an appeal in writing using the Student Appeals Action Form within 21 calendar days from the mailing date of the decision letter from the program coordinator. This written appeal should be sent, care of the program coordinator, to the Student Appeals Committee, which shall review the appeal. Written notification of Committee recommendations is sent to the School Dean, whose decision may not be appealed.

Student Appeals Committee Membership

Chair, appointed annually by the School Dean

Two members of the Professional Unit, elected by the constituency, and representing the following:

- Initial Credentialing Program
- Advanced Programs

Attendance at the Hearing

The candidate involved may be assisted by an advisor. The advisor may be another candidate, an administrator, or a faculty member. Witnesses may be called on behalf of the candidate who initiated the appeal process. The advisor does not speak on behalf of the candidate, testify (unless he or she has first-hand-knowledge of a fact), or question witnesses. The advisor generally consults and/or privately interacts with the candidate, unless the University grants the advisor permission to represent the candidate in a particular case. Resource persons or expert witnesses may be called at the request of the Committee.

Procedure

Preparation for the Hearing - All parties must be informed of the appeal in writing by the chair of the Student Appeals Committee (hereafter referred to as "chair"), normally within five class days after the receipt of the appeal application. Copies of documents and correspondence filed with respect to the appeal shall be provided to the relevant parties through the chair. Thereafter, neither new evidence nor new charges shall be introduced by the candidate before the Committee. The chair shall notify in writing the relevant parties of the exact time and place of the hearing at least seven calendar days before the beginning of the proceedings. Whereas the burden of proof rests upon the person bringing the appeal, the Student Appeals Committee may seek out pertinent witnesses and documentation.

Hearing Procedure - During the hearing, both the faculty member and the candidate shall be accorded ample time for statements, testimony of witnesses, and presentation of documents.

Recommendation of the Student Appeals Committee

The Student Appeals Committee shall deliberate in executive session and customarily render a recommendation by majority vote within five calendar days of the close of the hearing. The chair shall notify the School Dean and the candidate in writing within five days of the Committee's final recommendation.

Disposition Incident Report

Candidate Name _____

Date _____

Description of the Incident:

Disposition Standard(s) that are not met:

FACULTY:

Signature

Print name

CANDIDATE:

Signature

Print name

I have read and understand the disposition incident report and my right to appeal.

Student Appeals Action Form

(To be initiated by the candidate)

Name _____ Candidate ID# _____

Address _____ City _____ State/Zip _____

Phone/Email _____ Major _____

Signature _____ Date _____

DECISION BEING APPEALED: State ruling to which exception is desired. All relevant forms and documentation must accompany action form.

RATIONALE FOR APPEAL: State reason for why the ruling cited above should be overturned.

The following signatures should be obtained prior to filing the Student Appeals Action Form.

CANDIDATE'S ADVISOR:

Signature

Print name

DEPARTMENT CHAIR:

Signature

Print name

The following should be completed after the decision on the appeal.

DECISION OF THE DEAN: _____ Approval of appeal _____ Denial of appeal

Signature

Print name