

FALL 2016

**POLICY AND PROCEDURES CONCERNING DISPOSITIONAL  
EXPECTATIONS IN SALISBURY UNIVERSITY SEIDEL  
SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES**

**THIS POLICY APPLIES TO ALL STUDENTS ENROLLED IN THE FOLLOWING DEPARTMENTS AND PROGRAMS IN THE SEIDEL SCHOOL OF EDUCATION AND PROFESSIONAL STUDIES: TEACHER EDUCATION, EDUCATION SPECIALTIES, PHYSICAL EDUCATION, AND COMMUNITY HEALTH. THIS POLICY DOES NOT APPLY TO THE SEIDEL SCHOOL DEPARTMENT OF SOCIAL WORK ([SOCIAL WORK TECHNICAL STANDARDS](#)) OR THE ATHLETIC TRAINING PROGRAM ([ATHLETIC TRAINING PROGRAM DISCIPLINARY PROCEDURES](#)).**

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## I. PREAMBLE

In accordance with Salisbury University's ("SU") mission, vision, and values, the Seidel School of Education and Professional Studies strives to attract, matriculate, and graduate Students who not only possess discipline-based knowledge, skills, and competencies, but also exemplify strong ethical and professional behaviors, attitudes, and commitments that are grounded in the Institution's core values and principles. The *Seidel School Dispositional Expectations Policy* ("SSDEP") was developed in conjunction with all applicable institutional policies and procedures as well as in conjunction with other external applicable professional standards.

The SSDEP works in harmony with all relevant laws, regulations and policies including, but not limited to, other applicable University System of Maryland and/or SU policies, which include, but are not limited to, the [Academic Misconduct Policy](#), governed by the Academic Policy Committee, ("APC"), the [Salisbury University Code of Conduct, Policies and Procedures](#), the [Salisbury University Policies and Procedures Related to Sexual Misconduct and Other Gender-Based Discrimination](#) and the [Salisbury University Policy Prohibiting Non-Sex Based Discrimination](#). Behaviors in violation of the expectations set forth below may also violate other laws, regulations, and SU polices and may trigger other necessary responses within the various other SU departments enforcing such policies and/or through other state entities.

## II. SEIDEL SCHOOL DISPOSITIONAL EXPECTATIONS POLICY AND PROCEDURES

### A. Purpose of the Seidel School Dispositional Expectations Policy

The purpose of the SSDEP is to articulate the ethical and professional attitudes, commitments, behaviors, and practices expected within the Seidel School community and by its graduates as they assume important roles as citizens of the SU community and society. This Policy applies to all SU undergraduate and graduate Students enrolled in any Seidel School class ("Students") in the following academic areas: Teacher Education, Education Specialties, Physical Education, and Community Health (hereafter referred to as "Covered Disciplines"). The imposition of discipline guidelines at the Seidel School level is to safeguard the Seidel School community by providing all of Seidel School Students clear and consistent policies and procedures regarding expectations that address professional behaviors and ethical concerns. The expectations in this SSDEP do **NOT** apply to the Seidel School [Department of Social Work](#) or the [Athletic Training Program](#).

## **B. Scope of the Seidel School Dispositional Expectations Policy**

The provisions of this SSDEP apply to all Students enrolled in the Covered Disciplines and will be available for disciplinary use by all faculty including adjuncts and clinical personnel who are connected to the Covered Disciplines in the Seidel School of Education and Professional Studies through work in the departments and programs. These guidelines cover all formal learning environments and settings, field sites, and all informal occasions connected in any way with the Seidel School and/or the University. The SSDEP is a document that will be amended as necessary and the Covered Disciplines reserve the right to make changes to this SSDEP at any time. In case of changes made, the most recent copy of the SSDEP will be posted on the Salisbury University website.

## **C. Expectations of the Seidel School of Education and Professional Studies**

The following highlights some of the general expectations of the Seidel School:

- Cultivate and enrich the human mind and spirit through excellent teaching, research, and service in a pluralistic and global community.
- Embrace and nurture the diversity of enrolled and prospective Students.
- Identify and disclose conflicts of interest.
- Promote the mission, vision, and values of the University

## **D. Expectations of Students Enrolled in the Covered Disciplines in the Seidel School of Education and Professional Studies**

Professionalism is a principle that permeates all the activities of the Seidel School and guides the behavior of faculty, Students and staff. The spirit of professionalism denotes adherence to the precept that in our professional lives, we represent the Seidel School of Education and Professional Studies, Salisbury University, and our various professions. The process by which professionalism is upheld assumes clear communication of the policies, standards, and expectations of the Seidel School and individual programs. Professionalism also demands clear communication of Student and faculty rights and responsibilities.

This SSDEP is intended to foster professionalism and to address cases of Students' dispositional misconduct. Expected professional conduct includes, but are not limited to, the following commitments:

1. Commitment to the Ideals of the Profession
2. Commitment to Professional Ethical Standards
3. Commitment to Professional Knowledge

4. Commitment to All Stakeholders
5. Commitment to Professional Colleagues, Faculty and Fellow Students

**BELOW ARE LISTED EXAMPLES OF PROFESSIONAL CONDUCT EXPECTED OF STUDENTS ENROLLED IN THE SEIDEL SCHOOL COURSES IN THE COVERED DISCIPLINES. THESE DO NOT INCLUDE ALL EXPECTATIONS:**

**1. Commitment to Ideals of the Profession (Examples)**

- Be cognizant of professional expectations.
- Demonstrate good judgment and make decisions that are consistent with these expectations.
- Maintain a professional demeanor.
- Fulfill professional obligations to the public.
- Become a reflective practitioner.

**2. Commitment to Professional Ethical Standards (Examples)**

- Model the highest degree of ethical conduct consistent with the code of ethics of the [Association of American Educators](#) and the [National Education Association](#).
- Accept responsibility for personal actions.
- Comply with relevant Academic Integrity Policies of the institution.
- Comply with all applicable and relevant policies, laws, regulations, practices, and requirements of internship sites including, but not limited to, confidentiality guidelines.
- Contribute to building the Seidel School and the University as an ethical institution.

**3. Commitment to Professional Knowledge (Examples)**

- Demonstrate broad interests and intellectual curiosity.
- Acquire wisdom and insight through learning from and teaching each other.
- Consider that all individuals have the potential for growth and learning.
- Share and apply knowledge to advance quality of life.
- Seek knowledge and become a life-long learner.

#### **4. Commitment to All Stakeholders (Examples)**

- Develop a global perspective through understanding the values, beliefs, languages, and backgrounds of other cultures.
- Refrain from unlawful treatments based on race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, pregnancy, citizenship, familial status, disability, veteran status, genetic information and any other legally protected status.
- Develop effective, professional relationships with all stakeholders.
- Understand and work to remove systemic barriers that prevent full participation from all stakeholders.
- Demonstrate awareness and competence in ensuring the well-being of all stakeholders (cognitive, emotional, social, and physical).

#### **5. Commitment to Professional Colleagues, Faculty, and Fellow Students (Examples)**

- Show interest in and seek knowledge of local and national professional affiliations.
- Support colleagues through collaborative teamwork.
- Conscientiously fulfill obligations to professional colleagues and organizations.
- Be objective in professional judgment of colleagues, faculty, and fellow Students.
- Promote conflict resolution among colleagues, faculty, and fellow Students.

### **III. POLICIES AND PROCEDURES FOR MISCONDUCT**

#### **A. Establishment of a Standing Faculty Discipline Committee (FDC)**

The Seidel School of Education and Professional Studies will establish a standing Faculty Discipline Committee (“FDC”) that is appointed by the Dean of the Seidel School. The FDC will be made up of five faculty members, one of which will serve as Chair. Faculty members may include non-tenured tenure track (“NTT”) faculty in the Seidel School. Under the SSDEP, the FDC serves to consider instructor or preceptor recommendation of sanctions beyond a warning. If a committee member is not available, a replacement will be appointed by the Dean of the Seidel School. Three (3) Committee members will constitute a quorum for FDC decisions.

## **B. Procedures for Handling Violations of the Seidel School Dispositional Expectations Policy**

The following procedures are intended to provide direction to all parties regarding the appropriate steps necessary to initiate and administratively adjudicate a reported act of violation of the SSDEP, which may include professional misconduct. Students may be charged for violations of various other policies at the same time. While the steps are designed with most case and/or situation types in mind, the Office of the Dean of the Seidel School and the FDC reserve the right to modify the process to accommodate special situations or circumstances as necessary. The [SSDEP Violation Report Form](#) must be completed and filed for all behaviors deserving one or more of the following sanctions:

- a) Warning, with or without assigned remediation of the behavior in question
- b) Disciplinary probation for a set period of time
- c) Removal from course or field placement
- d) Removal from program and/or dismissal from the University

## **C. Course and Program-based Instructor/Preceptor Actions**

The individual instructor or preceptor will, in most cases, have the right and responsibility to deal directly with any cases of violation of the SSDEP, which include professional misconduct that arise in their courses, clinicals, field placements, or other professional settings, where possible sanctions are limited to a warning only. Internship supervisors and mentors also have the right and responsibility to deal directly with professional misconduct and other violations of this SSDEP, where the possible sanctions are limited to a warning and to refer such violations to the Student's department. If an instructor or preceptor believes a Student has violated the SSDEP and or committed an act of professional misconduct, the procedures below should be followed generally within five working days of knowledge of the violation.

In all cases, the misconduct incident should be documented using the [SSDEP Violation Report Form](#) and filed with the Program Director, the Department Chair, and the Seidel School Dean's Office. Below are the steps to be followed by faculty for handling violations of the SSDEP. This procedure is to be used for incidents in which the possible sanctions for the violation are limited to a warning only. In all other instances, and/or where the instructor/preceptor otherwise determines that it is in the best interest of all involved to refer the matter to the FDC, the procedure set forth in Section C(ii) will be followed.

**C (i). Faculty or Field Supervisor Discipline Procedure:**

The instructor or preceptor who identifies a deficiency or behavior inconsistent with the established SSDEP will follow this procedure:

1. *Advise Student* - The instructor or preceptor will advise the Student of the accusation and at the same time notify the Student in writing of all other potential violations. The instructor or preceptor will allow the Student an opportunity within five (5) working days (See Section IV Definitions) to respond to the allegation either in writing or in person prior to implementing a sanction. If the Student wishes to respond in person, the faculty member and Student will work together to determine a mutually acceptable time for such meeting to occur. The Student will have the right to have an advisor present at such meeting. The advisor will not participate formally in the meeting. The advisor is allowed to be present, but is not allowed to speak for the Student. If an attorney is an advisor, the role of the attorney is the same as the role of the advisor. The advisor must sign a [Hearing Advisor Form](#) prior to accompanying the Student at the meeting.
2. *Issue and Document a Warning* - The instructor or preceptor will consider all information provided by the Student and determine whether or not to issue a warning (infra at III. B. a). If a warning is issued, the content for the warning should reflect the seriousness of the act and may include an offer of possible solutions and/or remedies that do not include additional punishment. Sanctions beyond a warning (infra at III. B. b-d) must result from a hearing by the FDC (see Section C (ii) below).
3. *Complete the SSDEP Violation Report Form* - The instructor or preceptor will complete the [SSDEP Violation Report Form](#) that will include the date of the meeting, the instructor's or preceptor's specific concerns, warning issued if applicable, and potential solutions or remedies recommended. Both instructor/preceptor and Student will receive a signed copy of the completed form and a copy will be placed in the Student's conduct file. The Student will be advised of his or her right to appeal the warning under this policy. Students will have the right to appeal any decision rendered pursuant to this section through the appeal procedures set forth in Section "D" below.
4. *Request FDC Hearing* - To recommend sanctions beyond a warning, the instructor or preceptor must submit to the Chair of the Department and the Program Director a completed [SSDEP Violation Report Form](#) with the recommended sanction/s within a reasonable period of time and the procedure



set forth in Section C (ii) below will be followed by the FDC in investigating and adjudicating the alleged violations of the SSDEP.

### **C (ii). Faculty Discipline Committee Procedure**

In all matters referred to the FDC, the Committee will review all documentation and will request a formal hearing where the Student and other individuals involved will be asked to attend. A written notice of the time, date, and location will be sent to all parties. The notice of a formal hearing sent to the Student shall contain the following:

- a) A complete and itemized statement of the charge(s) being brought against the Student
- b) A statement that the Student has the following rights:
  - To present relevant witnesses and evidence on his/her behalf. Character references will not be heard.
  - To examine witnesses who are presenting evidence against the Student.

The FDC members will meet to review evidence pertaining to cases received. The hearing will be conducted as follows:

1. The hearing will be held at a reasonable time when all parties (to the extent possible) are available or have an opportunity to be present.
2. If the Student fails to appear at a scheduled formal hearing, the FDC will make a ruling based upon the evidence presented and the Student will be informed in writing of the outcome.
3. The parties will be allowed to present evidence through witnesses and documents, and will be allowed to question witnesses. At the discretion of the Chair of the FDC, direct questioning by a party of a witness, including an opposing party, may not be permitted.
4. Students are permitted to seek the support of an advisor for assistance in the preparation and presentation of a case before the FDC. The advisor will otherwise not participate formally in the proceedings. The advisor is allowed to be present, but is not allowed to speak for the Student. If an attorney is an advisor, the role of the attorney is the same as the role of the advisor. The advisor must sign a [Hearing Advisor Form](#) prior to accompanying the Student at the hearing.
5. The hearing will be closed with attendance limited to individuals directly connected with the case as determined by the Chair of the FDC.

6. Formal rules of evidence need not be followed at the hearing. The hearing body may receive such evidence as a reasonable person would consider relevant in making important decisions. If a question arises about the authenticity of a document or the reasonableness, relevance or redundancy of evidence, the Chair of the FDC shall make the final decision on the admissibility of the evidence.
7. The Chair of the FDC will be responsible for conducting the hearing in an efficient and decorous manner and will rule on all disputes related to the procedures used throughout the proceedings. The Chair of the FDC may set reasonable limits on the length and nature of the evidence presented and on the duration of the hearing. At any time, the Chair of the FDC may seek the advice of legal counsel.
8. The parties may request, in writing, that the FDC contact specified persons to appear at the hearing to testify on behalf of the parties. The request should normally be made at least five (5) working days (See Section IV Definitions) before the scheduled hearing in order to allow ample time for the hearing body to make the requests.
9. *Findings* - After the FDC has completed its review, it will issue a written decision based on the facts and applicable policies and/or law usually within 10-14 working days. A copy of the findings will be sent to the Student, instructor/preceptor who made the charges, and any other necessary persons. All parties must abide by these findings unless they are modified by the Dean of the Seidel School as part of an appeal process under the circumstances outlined in the appeals section of this Policy.
10. *Temporary Removal* – For behaviors that may potentially risk physical, mental or emotional harm to individuals or property or for any other valid reason the removal is found to be in the best interest of any person or the department or at the request of field partners, or if in the instructor’s or preceptor’s professional judgment, a Student may be immediately and temporarily removed from field or clinical placement or classes and the case referred to the FDC. In all cases, prior to removal, the Student will be afforded the opportunity to be heard.

#### **D. Student Appeals of Faculty Discipline Committee Decision**

A Student has the right to appeal a finding and sanction issued by an instructor or preceptor or the FDC to the Dean of the Seidel School. The following procedure must be adhered to by the Student in the appeal process:

1. The Student must submit a written appeal using the [SSDEP Student Appeal Request Form](#) to the Office of the Dean of the Seidel School. A Student's appeal, including a detailed statement of the grounds for the appeal and any supporting documentation that supports reversal of the instructor's/preceptor's or the FDC's sanctions, must be submitted in writing to the Office of the Dean of the Seidel School within five (5) working days (See Section IV Definitions) after receiving the official notice of the instructor's/preceptor's or the Committee's decision. The Office of the Dean will request from the instructor/preceptor or the FDC a copy of all evidence pertinent to the case.
2. The Dean will review the written appeal and the documentation associated with the case. The Dean has the discretion to take any action necessary to thoroughly complete a review and will issue a decision. The Dean's decision shall be binding and final. The Office of the Dean of the Seidel School will send a copy of the *SSDEP Violation Report Form* and an official letter outlining the sanction to the Student, the instructor/preceptor who brought the charges, and any other necessary parties.

#### **E. Grounds for Student Appeal**

Grounds for appeal are limited to the following:

1. Specified procedural errors or errors in interpretation of University regulations were so substantial as effectively to deny the Student a fair hearing
2. New and significant information became available and could not have been discovered and/or provided by a properly diligent Student before or during the original hearing
3. Student requests an evaluation of assigned sanction(s) because of extraordinary circumstances
4. A violation of substantive due process occurred (i.e. the decision was based on an illegal or constitutionally impermissible consideration such as race, gender, exercise of 1<sup>st</sup> Amendment freedoms, etc.).

#### **F. Dismissal from Professionally Accredited Programs**

If the FDC issues a sanction of dismissal to the Student, the FDC must submit a [SSDEP Violation Report Form](#) and a copy of the program dismissal letter to the Student and the Office of the Dean of the Seidel School. A copy of all materials or documents associated with the professional program dismissal must be

forwarded to the Office of the Dean of the Seidel School and must also be retained for a period of at least five years. At the institutional level, disciplinary records are retained in the Office of Student Affairs.

#### **G. Continuation of Coursework During Appeal**

In most cases during an appeal, the Student shall remain in enrolled courses pending the results of the appeal. However, charges related to incidents occurring in the field or for behaviors that may potentially risk physical, mental or emotional harm to individuals or property or for any other valid reason that removal is found to be in the best interest of any person or the department or at the request of field partners, or if in the faculty member's professional judgment, a Student should be removed from the site, the Student may then be immediately removed from field or clinical placement or classes. With respect to field placement, if a request for removal is made by site administrators, the University may be obligated to do so. In all cases, prior to removal, the Student will be afforded the opportunity to be heard.

The Department Chair and the Program Director have the discretion to remove the Student from the course, from concurrent courses, and/or to prevent enrollment in future courses pending the appeal decision where appropriate and where course continuation compromises the integrity of the classroom or instructional environment or whenever the site administration has requested removal of the Student from the internship placement. This does not preclude the Salisbury University Dean of Students and/or other applicable administrators including, but not limited to, the Office of Institutional Equity, from exercising their jurisdiction under certain circumstances to suspend or remove a Student from a course or the University during the course of an investigation or after the investigation is completed. In all cases, prior to removal, the Student will be afforded the opportunity to be heard.

#### **H. Maintain Conduct Records**

Disciplinary records are retained in the Office of Student Affairs for a period of five years from the date of final action on each case, after which they are destroyed. Exceptions to this policy are cases that result in the suspension or expulsion of a Student, the files of which are retained permanently. Students of senior standing, or who graduated with SU disciplinary sanctions of probation or less and have maintained good disciplinary standing for at least one year prior to their final semester, may request to have their disciplinary records expunged. Expungement requests must be submitted in writing to the Dean of Students.

### **I. Repeat Offenders**

The Office of the Dean of the Seidel School will forward the names of Students who have been reported for more than one act of dispositional misconduct to the FDC. Even though each case brought before the FDC will be reviewed independently, the FDC may consider previous offenses in determining sanctions.

### **J. Application of Other University Policies**

If any behavior that violates the SSDEP also involves academic misconduct, the matter may also be referred to the Academic Policies Committee (“APC”). If the behavior involves any violation of other SU policies, it will also be referred to the appropriate department. This includes, but is not limited to, the Office of Institutional Equity (“OIE”) and/or the Dean of Students. In such cases, the disciplinary processes of the various departments may proceed either concurrently or consecutively, in the discretion of the University officials involved.

### **K. Documentation of SSDEP Violation Statistics**

The SSDEP data will be stored in a University data-base system. At the end of each year, the FDC will be provided with an aggregated report containing anonymous statistics for the last five years indicating the number of Students reported to the committee, the types of violations that are reported, the number of cases that go to hearing, the respective outcomes of those cases, the number of appeals made, and respective outcomes of those appeals. This information will be made available to departments and programs under the Covered Disciplines in the Seidel School of Education and Professional Studies and used to inform efforts to improve the SSDEP on an annual basis.

## **IV. DEFINITIONS**

1. *Disciplinary Probation* – a status imposed for a specified period of time during which a Student must demonstrate conduct that adheres to the expectations of the SSDEP. The disciplinary probation is a written reprimand for violating specified regulations including the possibility of receiving more severe sanction in the event of another violation within a stated period of time. Disciplinary probation may include conditions restricting privileges or eligibility for activities. Misconduct during the probationary period or violation of any conditions of the probation may result in further disciplinary actions. A copy of the completed [Student Violation Report Form](#) that documents the details of the reprimand must be signed by both parties and a copy placed in the Student’s conduct file.

2. *Dispositions* – include attributes of professional ethics such as values, attitudes, expectations, and commitments that influence behaviors toward stakeholders (i.e. children, families, colleagues, communities, etc.). Dispositions can affect learning, motivation, and development.
3. *SSDEP Violation* – A violation is an act or omission on the part of a Student when the Student knew that such an act or omission was in violation of the SSDEP. An ethics violation does not include reasonable mistakes made in good faith, or acts or omissions taken in accordance with the reasonable instructions of a supervisor.
4. *Warning* – A warning is a written or oral admonishment from a faculty to a Student that specifies that a violation of the SSDEP has occurred and cautions further such conduct will lead to more severe action. Warnings are issued for non-egregious violations. A warning may also include a written plan for corrective actions such as additional training or coursework. Records of warnings are maintained in the Student’s conduct file in case of subsequent violations.
5. *Working Day* – A working day is defined as any day Monday-Friday that the University is open and operating on a normal schedule. Working days do not include Saturdays and Sundays and legal holidays.

#### **V. EMBEDDED LINKS TO ADDITIONAL SEIDEL SCHOOL DISPOSITIONAL EXPECTATIONS POLICY DOCUMENTS**

1. [Executive Summary of Seidel School Dispositional Expectations Policy](#)
2. [Procedural Flowchart for Seidel School Dispositional Expectations Policy](#)
3. [Explication of Seidel School Dispositional Expectations Policy](#)
4. [Seidel School Dispositional Expectations Policy Assessment Form](#)
5. [Seidel School Dispositional Expectations Policy Violation Report Form](#)
6. [SSDEP Hearing Advisor Form](#)
7. [Seidel School Dispositional Expectations Policy Student Appeal Request Form](#)