

Professional Concerns Committee Terms of Reference

The Professional Concerns Committee is a standing committee of the School of Education. It is generally well understood and respected that every individual within the School of Education has a duty to behave in a responsible and professional manner.

The Professional Concerns Committee is comprised of the Director, two members of faculty and for issues pertaining to the practicum, the Bachelor of Education Program Manager and Practicum Coordinator.

In rare situations if a student's performance/behaviour is believed to be unprofessional according to the School of Education [Guidelines for Professional Conduct](#) expectations, the student may be referred to the Professional Concerns Committee.

The B.Ed. Program Manager and Practicum Coordinator or any School of Education Faculty Member may refer a student to the Professional Concerns Committee.

Once referred to the Professional Concerns Committee, the process will be as follows:

- The Professional Concerns Committee shall meet with the student to discuss the concerns. The student would be informed that they may choose to have an advocate (for example: a member of the B. Ed. Society) present at this meeting.
- The student will have an opportunity to address the concern. If the student does not provide a satisfactory explanation and/or resolution, as determined by the committee, a plan to address the concern will be developed by the Committee in collaboration with the student.
- At the end of the delineated period, the student and the Director will meet to determine if the concerns have been addressed. The Director will report to the Professional Concerns Committee.
- If the student has not addressed the concerns, disciplinary action may be implemented. This could include the student being put on probation resulting in not being permitted to proceed/continue to a practicum course/placement. Students should consult details related to progression to the teaching profession and dismissal from the program in the Acadia University Calendar section on [Academic Regulations and Policies](#).

Notification and Appeal

Any Bachelor of Education student incurring academic probation or dismissal will be advised in writing of their academic status, appeal procedures, and dates (identified at the beginning of Acadia University's [Academic Calendar](#)).