

## **STATEMENT OF ASSURANCE**

### **Teacher Standards and Practices Commission**

The Teacher Standards and Practices Commission is committed to providing a work environment and governing policy that is free of discrimination and harassment and that is respectful and productive. We prohibit discrimination/harassment in the workplace, whether committed by or against managers, co-workers, licensees, other state employees or the public. Discrimination or harassment based on an individual's race, color, religion, sex, national origin, citizenship, age, sexual orientation, disability, marital status, or any other basis is prohibited by law and will not be tolerated. The Teacher Standards and Practices Commission prohibits inappropriate conduct based on any of the above characteristics at work, on company business, or at company sponsored events.

This handbook was first published on September 12, 1975. Revisions are made in accordance with Procedure 3600. The handbook was last amended in February 2020.

A handwritten signature in black ink that reads "Anthony J. Rosilez". The signature is written in a cursive style with a large, stylized initial 'A'.

Dr. Anthony Rosilez, Executive Director

## INTRODUCTION

This Commission's Handbook is intended to assist Commissioners to understand the responsibilities and procedures of the Teacher Standards and Practices Commission (TSPC). In addition to this handbook, commissioners should become familiar with Oregon Revised Statutes (ORS) Chapter 342 and Oregon Administrative Rules (OAR) Chapter 584 Divisions 001 through 420.

The Commission-adopted procedures that govern its own operation are outlined in this handbook, and include, but are not limited to, procedures for: Conducting meetings, electing officers, establishing priorities, setting meeting dates, and employing staff.

The Commission will follow these procedures in conducting its business until the procedures are amended or rescinded in accordance with procedure 3600.

References are made in this handbook to state statutes that establish TSPC's responsibilities and scope of authority in licensure, educator preparation approval and professional practices. The handbook also references the administrative rules that TSPC has adopted to govern the approval of educator preparation providers and their programs and the issuance of teaching, administrative, personnel service licenses and registrations as well as school nurse certifications. The Commission's administrative rules are adopted in accordance with Oregon statutes and in compliance with public meeting and public records laws and procedures set forth by the Attorney General and Secretary of State. The rules, therefore, have the force of law and must be followed by the Commission and staff until such time as the Commission amends or repeals the rules in the prescribed manner.

Administrative rule numbers are assigned to TSPC's rules by the Secretary of State. For example:

<u>584</u>	-	<u>020</u>	-	<u>0005</u>	-	<u>(1)</u>
TSPC's Agency Number		Division Number in TSPC Rules		Rule Number in the Division		Main Sections of the Rule

This rule, then, would read: OAR 584-020-0005(1).

The table of contents in OAR Chapter 584 provides an overview of the divisions in the rules. Each division covers a single topic, such as Educator Preparation Program approval or licensure of school administrators.

As a state agency, TSPC is also directed by the Governor's Executive Orders, Department of Administrative Service's rules and procedures, Attorney General Opinions, and court decisions. This handbook reflects those regulations, but the text and references of such regulations are not provided.

TSPC plays an important role in the governance of education in Oregon. Oregon is one of twelve states in the nation that has delegated full responsibility for educator preparation, licensure and professional practices to a professional educator standards board. Other states have delegated partial responsibility for licensure, educator preparation and/or professional practices (discipline) functions to independent boards. Serving as a Commissioner is complex and time consuming. Your questions and suggestions on the work of TSPC are appreciated at any time.

Dr. Anthony J. Rosilez, Executive Director  
February 2020

**MEMBERSHIP LIST**

# TEACHER STANDARDS AND PRACTICES COMMISSION HANDBOOK

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## **1000**

### **ROLE**

#### **1100 – AUTHORITY**

The Teacher Standards and Practices Commission was created by the Oregon Legislative Assembly in 1965 to advise the state Board of Education on licensure, education and performance of teachers, and other matters on which the Board requested assistance. In 1973, the Legislative Assembly, created a new state agency and transferred the full responsibility for educator licensure, educator licensure preparation programs, and maintenance of professional standards of conduct to the Commission. In 1979, authority for appointment of Commission members was moved from the state Board of Education to the Governor. The Commission's responsibilities apply to licensure and charter school registrations for teachers and administrators, licensure for personnel service specialists [school counselors, school psychologists, and school social workers], and certification for school nurses employed by Oregon public schools, preprimary through grade 12. The Commission's responsibilities also apply to the Higher Education Coordinating Commission public institutions as well as independent colleges and universities in Oregon that prepare licensed educators. The Commission works in cooperation with the Governor's Office and Education Cabinet to ensure well-rounded policy from Oregon's public education services.

The Commission is authorized by statute to:

- 1101 Approve educator preparation programs which meet the standards established by the Commission.
- 1102 Issue, reinstate, renew, and deny teaching, personnel specialist, and administrator licenses or charter school registrations, and school nurse certificates subject to applicable statutes and rules established by the Legislature and the Commission.
- 1103 Establish and collect licensure fees.
- 1104 Take disciplinary action against teachers, personnel specialists, school nurses, or administrators found to be negligent in professional duties or unfit to serve as educators through any of the following means: private letter of reproof, reprimand, probation, suspension of license, or revocation of license.
- 1105 Hire an Executive Director and—subject to Oregon Revised Statutes and Administrative Rules—employ persons to provide such services (staff), as the Commission shall require. The Executive Director shall coordinate with the Governor's assigned policy advisor.
- 1106 Hold meetings to conduct the Commission's business.
- 1107 Establish new types of licenses, endorsements and/or specializations. The establishment of new types of specializations must be in accordance with the Commission-adopted new specialization criteria, as provided in the Program Review and Standards Handbook.

#### **1200 – RESPONSIBILITY TO REPRESENT PUBLIC INTERESTS**

In establishing rules the Commission shall consider: Its responsibilities to represent the public interest in the development of educational policies; the capabilities of Oregon educator preparation programs to prepare educators; the norms required for the educator assignments; the improvement of teaching and student learning; the adequacy of the supply of licensed educators; the value of experience or nonacademic learning; the responsibilities imposed upon school districts by geographic and demographic conditions; and other matters that tend to improve education.

#### **1300 – MISSION STATEMENT**

Mission Statement: To establish, uphold and enforce professional standards of excellence and communicate those standards to the public and educators for the benefit of Oregon's students.



## **I400 – CORE VALUES AND BELIEFS**

The Teacher Standards and Practices Commission will:

- Anticipate future educational challenges and take appropriate action prior to their emergence as critical issues.
- Assume the leadership role for decision-making.
- Be objective and timely in the resolution of licensee professional practices cases.
- Build internal and external partnerships to better accomplish the stated TSPC mission, vision and goals.
- Commit to and model the principles of collaboration and continual improvement.
- Demonstrate quality in processes, products and personal interactions.
- Give timely and legal responses to customer inquiries.
- Maintain essential collaborative relationships with other education agencies and organizations.
- Make decisions based on high quality information, best practices, data analysis and needs of the field.
- Nurture an organizational culture that rewards excellent employee performance.
- Provide informed, authoritative and concise guidance.
- Set and communicate high standards and expectations.
- Uniformly exceed constituents' expectations through an emphasis on customer service in licensure, program approval and professional practices.
- Welcome increasing diversity, embrace continuous change and effectively work with accelerating complexity.

## **I500 – GOALS**

- Establish high standards for educator preparation excellence and regularly review approved programs for delivery of adopted licensure standards.
- Provide leadership for professional licensure standards including standards for: cultural inclusion; educator dispositions; subject-matter competency.
- To provide timely high quality services to licensees, higher education, and the public.
- Maintain and develop clear, concise and easy to understand administrative rules.
- Establish high standards for educator professional conduct and regularly communicate those standards to the field.

**ORGANIZATION****2100 – MEMBERSHIP AND QUALIFICATIONS**

TSPC consists of 17 members appointed by the Governor and confirmed by the Senate. Pursuant to Oregon Revised Statutes, 12 members are selected as follows: four elementary teachers, four junior or senior high school teachers, one elementary school administrator, one middle or senior high school administrator, one school district superintendent, and one education service district superintendent. Two members represent approved teacher education institutions in Oregon as follows: one member from a public education preparation program and one member from a private education preparation provider. Three public members are selected as follows: one member of a district school board and two members of the general public. One of the 17 Commissioners must hold special education licensure or have demonstrated knowledge or experience in special education.

**2110 – Terms of Appointment**

- 2111 The term of office of a member is three years. Terms begin on January 1. A member is eligible for reappointment, as are members appointed to fill unexpired terms. Appointments are limited to two terms. If appointed to complete an unexpired term of a previous commission member, the completion of the unexpired term may or may not count as the newly appointed commission member's first term, depending on the length of the term remaining to be filled.
- 2112 If a change in employment makes a commissioner no longer eligible based on the position for which they were appointed, the commissioner must be replaced by a representative from that segment of education. Such positions are declared vacant 60 days following the member's change in status.
- 2113 In case of a vacancy for any reason, the Governor makes an appointment for the balance of the unexpired term.
- 2114 Appointments to TSPC are subject to confirmation by the Senate. The Governor's appointee may appear in person before a Senate committee which may conduct an interview. The appointment is not official until Senate confirmation has been obtained and the Commissioner completes the Oath of Office and other appointment requirements.
- 2115 An appointee becomes an official member of TSPC and may take official action only after the Oath of Office has been administered by the Governor, or the Governor's designee, and the record of the oath has been filed in the Secretary of State's Office.

**2120 – Commission Role in Appointments**

- 2121 TSPC assists the Governor as requested in making appointments that serve the public interest.
- 2122 TSPC will endeavor to assist the Governor in obtaining nominations of qualified candidates. Individual Commissioners assist by informing colleagues and professional organizations of the appointment process and current or upcoming vacancies.

**2130 – Orientation of New Members**

- 2131 Commission staff assists new members to understand the Commission's functions, policies, and procedures before taking office. A Commissioner mentor will be appointed to assist new members for the first few meetings following appointment to the Commission.
- 2132 Each appointee is given selected material for orientation to the work of the Commission prior to attending the first Commission meeting.
- 2133 Prior to full appointment, new Commissioners are invited to attend Commission meetings.

## **2140 – Authority of Individual Members**

The Commissioners have authority only when acting as a Commission of the whole while legally in session. TSPC cannot be bound by any statements or actions of individual members pursuant to instructions or policies of the Commission. Commissioners should exercise caution when speaking to others regarding Commission business, policies and practices unless specifically authorized by the Commission as a whole to speak on behalf of the Commission.

## **2150 – Removal of a Commissioner**

The office of a Commissioner is vacated by statute if the member ceases to possess the qualifications required for appointment. In addition, the Governor has the power to remove from office any Commissioner at any time.

## **2200 – COMMISSION OFFICERS AND EXECUTIVE COMMITTEE**

- 2201 **Officers:** At the last meeting of the calendar year, TSPC elects a Chair, Vice Chair, and two Executive Committee members. The Executive Committee consists of these four officers, plus the immediate past Chair if still a member of the Commission. If the past Chair is not returning or chooses not to remain on the Executive Committee, the Commission elects a third Executive Committee member. All officers are voting members of the Executive Committee.
- 2202 Officers shall serve for one year commencing January 1. If the chair is permanently vacated for any reason, the Vice Chair will serve the remainder of the term. The Commission may elect a new Vice Chair to fill the remainder of the term.
- 2203 **Committee Chairs:** Chairs of Commission standing committees who are not otherwise officers of the Commission's Executive Committee will serve as nonvoting members of the Executive Committee. Chairs of standing committees may be voting members of the Executive Committee upon approval of the full Executive Committee.

## **2210 – Election of Officers**

- 2211 Election of officers will be an agenda item at the last regularly scheduled meeting of the calendar year. Elections are handled exclusively by the Commissioners and staff of the Commission is not involved in recruiting or otherwise soliciting Commissioners for election.
- 2212 Nominations are proposed by a three-member nominating committee appointed by the Chair. The nominating committee is named at the next-to-last regularly scheduled meeting of the calendar year.
- 2213 The slate of nominees for officers is published as a part of the last meeting of the year agenda at the beginning of the agenda.
- 2214 Further nominations may be submitted to the Nominating Committee after the proposed slate is first published in the last meeting of the year agenda. ~~Nominations from the floor are in order.~~
- 2215 In all cases consent for nomination will be secured from the nominee.
- 2216 Voting shall occur in the following order: Chair, vice chair, executive committee. Nominees who are not elected to one position, may choose to run for another position not yet voted on. In all cases, the elections are overseen by the Chair. Votes are counted by the Nominating Committee.
- 2217 Voting for the election of officers is conducted in public session.

## **2220 – Duties of the Chair**

- 2221 Presides at all regular and special meetings of the Commission.

- 2222 Calls and chairs all meetings of the Executive Committee.
- 2223 Appoints chairs and members of all standing committees, after consultation with the Executive Committee.
- 2224 Identifies the standing committees, their terms, membership, and functions following consultation with the Executive Committee and the Executive Director. Committee appointments terminate upon expiration of the appointing chair's term. The Chair will solicit committee preferences from each commissioner at the last annual meeting.
- 2225 Performs such duties as are assigned by the Commission as well as those customarily delegated to the office of the Chair.
- 2226 Directs the Executive Director.

### **2230 – Duties of the Vice Chair**

- 2231 Performs the duties of the Chair in the absence of the Chair or in the event of the Chair's temporary inability to act.
- 2232 Discharges such responsibilities as the Commission or Executive Committee assigns.
- 2233 Serves as Parliamentarian for Commission meetings and advises the Chair on parliamentary matters.

### **2240 – Removal of Officers**

Officers may be removed from office for cause by a two-thirds vote of the Commission. The Executive Committee will determine whether an officer's removal will be presented to the Commission for a vote.

### **2300 – COMMITTEES**

All committees of the Commission meet in public session unless the matter under consideration must be considered in executive session. Executive sessions of committees are governed by ORS Chapter 192. Except as otherwise provided in statute, Commission final actions must be taken by the full Commission in a public session, and must be reported in the minutes or record of the Commission.

### **2310 – Duties of the Executive Committee**

- 2311 Reviews and recommends to the Commission appropriate action concerning past and present programs. Priorities of the Commission are established by the Commission as a whole.
- 2312 Determines prior to the first meeting of the calendar year, the meeting dates for July through June meetings of the following calendar year. The Commission will meet in locations that are convenient and cost effective in most cases. During the summer months, the Commission will endeavor to hold the meeting in locations throughout the state in the most resourceful manner possible.
- 2313 Reviews the agenda at the call of the Chair for each regularly scheduled meeting of the Commission.
- 2314 Presents a report to the Commission at least annually on the performance of the Executive Director, and submits recommendations on the continued employment of the Executive Director. The evaluation of the Executive Director's performance is conducted under Policy 3670.

### **2320 – Executive Committee Meetings**

- 2321 The Executive Committee meets at the call of the Chair or at the request of two members of the Executive Committee to the Chair. Notice and the agenda for the meeting must be distributed to Executive Committee members at least 24 hours prior to the meeting. The notice must include the meeting date, time, and place, and must identify the agenda items under discussion.
- 2322 Three members of the Executive Committee constitute a quorum.
- 2323 In most cases, Executive Committee meetings will coincide with regularly scheduled Commission meetings to save time and money.

### **2330 – Standing Internal Committees**

- 2331 Standing committees are composed of Commission members. Additionally, the Chair may appoint no more than two non-Commissioner members to each standing committee as provided in sections 6211, 7211, and 8111 of this handbook.
- 2332 The Chair, following consultation with the Executive Committee and the Executive Director, for the year in which the member serves as Chair, appoints all standing committees, if any, and establishes the committees' functions.
- 2333 No individual member, and no group composed of less than the full membership of the Commission, may be designated as a permanent committee to perform any of the Commission's functions.
- 2334 A majority of the Commission members of the committee constitutes a quorum and in all cases, unless expressly delegated otherwise by a vote of the Commission, is advisory to the full Commission.

### **2340 – Temporary Committees**

- 2341 At the Chair's discretion or at the request of the Commission, the Executive Committee, or the Executive Director temporary committees may be appointed for special purposes. At the time of appointment, the Chair will identify the temporary committee's membership and responsibility, determine the committee's approximate length of operation, and set other constraints deemed appropriate. Such temporary committees are discharged upon completion of their assignments.
- 2342 A majority of the members of the committee constitute a quorum and in all cases, temporary committee's recommendations are advisory to the Commission.

### **2350 – External Committees**

- 2351 External committees are composed of commissioners and non-members of the Commission.
- 2352 To expedite the Commission's work, the Commission or the Executive Director may seek the assistance of educators and other citizens in proposing solutions to licensure, program approval, professional practices, and other policy issues which fall within the Commission's area of authority and responsibility. In all cases the committees are advisory to the Commission which serves as the final decision-maker.
- 2353 External committees are created, modified, and discharged by formal action of the Commission as recorded in the minutes. The creating action in each case states specifically the limits of the assignment.
- 2354 Appointments to external committees are made by the Commission, the Chair or the Executive Director primarily on the basis of experience, interest, and ability. In making appointments, the Commission or the Executive Director attempts to obtain equitable representation from

recognized categories of the profession including but not limited to students preparing for licensure, teacher educators, teachers, administrators and, when appropriate, other stakeholders.

- 2355 In organizing an external committee, the Commission identifies the committee's authority, functions, constraints, and term of appointment. The work of an external committee is generally limited to a specific activity within a short time schedule. If the work of a committee is to be of longer duration, members may be appointed for over-lapping terms.
- 2356 The Executive Director, a staff member or other designee appointed by the Executive Director serves as a consultant to each external committee.
- 2357 In some cases, if resources allow, members of external committees may be reimbursed for actual and necessary travel, food, and lodging at the established state rates when attending regularly convened committee meetings or when on approved official committee business if in accordance with the rules and policies established by the Department of Administrative Services (DAS). The Commission prior to the appointment of the external committee determines the procedures for reimbursement of expenses. In all cases, commissioners are reimbursed travel and meals (as allowed by DAS regulation) for participating on external committees.

## **2400 – EMPLOYEES OF THE COMMISSION**

- 2401 The Commission appoints a qualified person as Executive Director and, subject to Oregon Revised Statutes and applicable administrative rules, employs agency staff to provide such service as the Commission requires.
- 2402 The Executive Director, the Deputy Director/Director of Professional Practices, the Director of Educator Preparation, and the Director of Licensure are unclassified executive service staff.

## **3000**

### **OPERATIONS**

Commission procedures and records must conform to the Public Meetings Law and the Public Records Law. A guide to such conformance is the Attorney General's Public Meetings and Records Manuals.

## **3100 – TYPES OF MEETINGS**

- 3101 Regular meetings are those established by the Executive Committee and to which both public and press are invited. During regular meetings, provisions are made in the agenda to hear from meeting attendees.
- 3102 The Executive Committee reviews the format and procedures for the meetings annually and makes revisions if necessary.
- 3103 Special meetings are called upon notice issued by the Chair or Executive Director, or when requested by nine members of the Commission. Notice of the meeting must be issued at least 24 hours before the meeting is set to convene. Special meetings are conducted in the same manner as regular meetings.
- 3104 The Commission may convene by telephone conference call or telecommunication conference and may vote by mail, electronic mail, facsimile transmission, or other technological means in accordance with Oregon statutes. Notice of intent to meet or take action using one of these technologies must be issued at least one hour before convening the meeting or taking the vote.
- 3105 Executive (non-public) sessions are held to consider matters allowed by law in ORS Chapter 192. Prior to adjourning from a regular or special meeting to executive session, the Chair or designee reads the authority and reason for the session into the record. The Commission cannot take final

action or make any final decision while in executive session, with exception of decisions to dismiss complaints or to formally charge educators following preliminary investigations of complaints as provided in ORS Chapters 342 and 192. All other matters requiring a public vote shall be considered as part of a public regular or special meeting.

### **3200 – HEARINGS**

- 3201 Public hearings related to administrative rules are meetings scheduled and publicized for the purpose of providing the public an opportunity to be heard on specific Commission proposed rule actions.
- 3202 Contested case hearings for professional practices are held in accordance with statutes and rules relating to the Office of Administrative Hearings established ORS Chapter 183 to conduct contested case hearings. An order proposed by the Administrative Law Judge is advisory to the Commission. A final order resulting from a proposed order must be adopted in a public session at a regular or special meeting.
- 3203 Disciplinary hearings are private unless the educator requests a public hearing.

### **3300 – TIME AND PLACE OF MEETINGS**

- 3301 By law, the Commission must meet at least once every six months at a place, day, and hour determined by the Commission. The Commission may meet at other times and places at the call of the Chair or a majority of the members of the Commission as provided by the procedures in this handbook.

### **3400 – MEETING NOTIFICATION**

In accordance with the meeting dates established by the Commission, the date and location of the next regularly scheduled meeting of the Commission is listed on the agenda of the preceding meeting. As soon as possible before a scheduled meeting, an agenda, supporting materials, recommended actions when applicable, will be provided to each commissioner by the Executive Director. Copies of the agenda are made available to the public via the Commission's web site.

### **3500 – MEETINGS PROCEDURES**

#### **3510 – Quorum**

- 3511 Nine members of the Commission are required to constitute a quorum for the transaction of business at a regular or special meeting.
- 3512 Three members of the Executive Committee constitute a quorum for transaction of business at an Executive Committee meeting.
- 3513 One member in excess of one-half the number of Commission members of standing committees or Commission and non-Commission members of temporary committees constitutes a quorum for transaction of business.

#### **3520 – Agenda**

- 3521 The Executive Director, in cooperation with or with approval of the Chair, prepares the agenda for Commission meetings. Agendas are made available to the public and published on the Commission's web site.
- 3522 The Chair or the Executive Director may identify items to be adopted by single consent motion. These items are listed under the agenda heading entitled "Consent Agenda." A consent agenda item may be moved to the full agenda upon motion and second of any two members of the Commission.

- 3523 Requests for action, information or discussion by the Commission must be submitted in writing to the Executive Director 30 days prior to the meeting. The Executive Director may consult the Chair whether the item will be included on the next Commission agenda. Items submitted less than 30 days' notice are accepted at the Executive Director's discretion.
- 3524 Each agenda item on which action is required by the Commission has a statement of recommended action as proposed by a committee of the Commission charged with that function, by a member of the Commission, or by the Executive Director whenever possible. Action items that do not contain a recommendation for action will have the resolutions for action constructed during the meeting and clearly published to the Commission prior to a vote on that agenda item.

### **3530 – Resolutions: Acceptance, Adoption**

- 3531 The Commission may take formal action to accept reports or recommendations or to adopt resolutions.
- 3532 An accepted report or recommendation is treated as information only; no action further is required. An adopted resolution becomes a policy, procedure, rule or action thereupon to be executed by the Commission or designated TSPC staff if necessary.
- 3533 Printed resolutions are considered motions and are first open for discussion by Commissioners. Members of the public may testify on resolutions under consideration by the Commission only at the discretion of the Chair of the Commission.

### **3540 – Parliamentary Procedure**

- 3541 Robert's Rules of Order, Newly Revised are accepted as the parliamentary authority, subject to any special rules adopted by the Commission. It is the discretion of the Chair whether to rely on Robert's Rules of Order for any procedural issue.
- 3542 In the event the Vice-Chair is not present, a Commissioner may volunteer or be temporarily appointed by the Chair to serve as parliamentarian.

### **3550 – Voting**

- 3551 Adoption, amendment, suspension, or revocation of Commission policies or rules, when identified as action items on the agenda, require a quorum and a majority of those voting, but in all cases must require a minimum of five affirmative votes.
- 3552 It is the duty of every Commission member to declare any potential or actual conflict of interest before voting.
- 3553 Voting is public, all Commissioners must vote unless a potential or actual conflict is declared. All votes are recorded in the record of the meeting.

### **3560 – Audience Participation at Meetings**

- 3561 Persons or groups requesting to appear before the Commission are given a reasonable opportunity to do so upon appropriate notice and approval of the Chair.
- 3562 Participants who appear at the meeting and wish to speak are requested to sign the register and indicate the topic to be discussed. Participant input is at the discretion of the Chair. At any time, the Chair may limit the length of presentations or terminate repetitious or immaterial presentations.



- 3563 The Chair or the Executive Director may request an audience member with particular knowledge relevant to a particular agenda item to assist the Executive Director in providing the Commission information on the item at the time it is presented by the Executive Director at the meeting.

### **3570 – Meeting Record**

All discussions and votes of the Commission are recorded and posted for the public on the Commission’s web page. The recording constitutes the minutes and the record of the meeting.

### **3600 – PROCEDURES**

Procedures identified in this TSPC Handbook for Commissioners are adopted by the Commission as a means of guiding actions and of carrying out the Commission’s decisions. Procedures differ from administrative rules which bear on professional practices, program approval, licensure and which have the effect of law.

### **3610 – Changing Procedures As a Result of Administrative Rules**

Adoption of new or revised administrative rules, without further action on the part of the Commission, amends any conflicting procedures in the TSPC Handbook for Commissioners.

### **3620 – Amendment, Suspension, and Repeal of Procedures**

Procedures of the Commission may be amended, suspended, or repealed by a majority vote of the Commission at a regular or special meeting provided the proposed action has been scheduled on the agenda. Procedures must conform to the requirements for acceptance and adoption as set forth in other sections of the TSPC Handbook for Commissioners.

### **3630 – Execution of Procedures**

The Commission determines priorities and sets procedures for implementing policies. Priorities and procedures are only official once adopted by TSPC and recorded in the minutes. The Commission delegates to the Executive Director the authority to determine the specific procedures to be employed achieving directives of the Commission.

### **3640 – Advice on Rule, Policy, or Procedure Formulation**

- 3641 The Commission accepts the principle that those affected by Commission policies should be involved in the formulation of those policies. Thus the Commission shall solicit the input and feedback of interested parties in fulfilling the Commission’s responsibilities, although the Commission alone serves as the final policy maker.
- 3642 Commission rules, policies and procedures shall adhere to a standard of broad benefit to the profession and to the children of Oregon in favor of benefit to special interests.

### **3650 – Review of Procedures and Priorities**

As needed, the Commission will review and revise the TSPC Handbook for Commissioners.

### **3660 – Evaluation of the Executive Director and the Commission**

- 3661 If indicated by the Executive Committee, each August the Executive Director shall present a Professional Growth Plan including long-term and short-term goals. The goals shall be a basis upon which the Executive Director is evaluated the following year. The Executive Director’s goals must be adopted in public session.
- 3662 The Executive Director will report in writing to the Commission progress in meeting the adopted goals at each summer meeting. The Executive Committee monitors the Executive Director's advancements and confers with the Executive Director on the progress in meeting the criteria. If

the Executive Committee is concerned with the progress or accomplishments, it informs the Executive Director in writing of the concerns.

- 3663 The Executive Committee shall evaluate the Executive Director annually. The Committee shall consider the performance of duties stated in the TSPC Handbook for Commissioners and the achievement of goals for the Executive Director adopted by the Commission at a regularly scheduled meeting.
- 3664 Prior to the last regular meeting of the calendar year, the Executive Committee convenes in executive session to discuss the Committee's findings with the Executive Director.
- 3665 As a part of the last regular meeting of the calendar year, the Executive Committee shall report the findings to the full Commission in Executive Session and may recommend amendments to the assigned duties or proposed professional growth goals for the ensuing year(s).

### **3700 – ADMINISTRATIVE RULES**

- 3701 TSPC establishes standards for approval of educator preparation institutions and educator preparation programs by administrative rule.
- 3702 TSPC establishes administrative rules necessary for the issuance, renewal, reinstatement, denial, suspension, or revocation of licenses.
- 3703 TSPC establishes administrative rules for professional standards of conduct for licensed and registered educators and certified nurses.

### **3710 – Reviewing Administrative Rules**

The Executive Director may suggest modifications, or TSPC may request that the Executive Director review rules. The Attorney General requires that each State agency periodically, but not less frequently than once every three years, review all rules issued by the agency. An interested person may also petition TSPC to adopt, amend, or repeal a rule.

### **3720 – Procedures for Full Review of Rules for Licensure or Standards for Program Approval**

When TSPC or the Executive Director determines that a specific licensure rule or standard requires full review, the Commission:

- 3721 Requests the Executive Director and others to brief the Commission on the current status of administrative rules that apply to licensure requirements and preparation programs and professional practices.
- 3722 Seeks recommendation from appropriate professional associations, educational agencies and the public.
- 3723 Reviews the professional literature, other administrator rules and policies that apply to the rules under review.

## **4000**

### **FINANCE**

### **4100 – MEMBERS' SALARY; REIMBURSEMENT TO SCHOOL DISTRICTS**

- 4101 Commission members who are employed by public schools or teacher education institutions receive no compensation for service as a member, but are reimbursed for actual and necessary travel and other expenses incurred in the performance of official duties in accordance with state policies and accounting practices adopted by the Department of Administrative Services.

Commissioners who serve in the capacity of the school board member or as members of the general public are entitled to an established per diem in addition to actual and necessary travel and other expenses incurred in the performance of official duties.

4102 Employers of Commission members are informed that membership on the Commission shall not affect a member's compensation from his or her employer or any other benefits to which the member is entitled.

4103 A school district required to employ a substitute for a teacher or administrator who is absent from his or her employment while performing duties as a Commissioner is entitled to reimbursement for the district's actual expenses in employing the substitute, not the daily costs of the employed commissioner.

## **4200 – BUDGET AND EXPENDITURES**

### **4210 – The Executive Director:**

4211 Prepares TSPC's proposed agency budget according to the procedures, priorities, and guidelines set by the Department of Administrative Services and the Commission. The proposed budget is reviewed by the Executive Committee and submitted to the Commission for approval.

4212 Approves and directs all purchases and expenditures within legislative budgetary limits.

4213 Supervises and keeps records of expenditures on a current basis in accordance with directions given by the Department of Administrative Services' Chief Financial Office.

4214 Provides financial statements for each regular meeting of the Commission which itemize cumulative expenses and unobligated balances in conjunction with the approved budget.

4215 Prepares other financial statements as directed by the Commission.

### **4220 – Special Encumbrances**

4221 The Executive Director is granted authority to approve the encumbrance and payment for in-state travel and related expenses of a Commissioner or TSPC staff member. Only those activities that show a direct relationship to TSPC's legal responsibilities are considered for approval.

### **4230 – Questionable or Unapproved Claims**

4231 The Executive Director refers questionable or unapproved claims against the Commission to the Executive Committee for consideration. The Executive Committee may approve the claim, deny the claim, or refer the matter to the Commission.

## **4300 – COMMISSIONER REIMBURSEMENT OF EXPENSES**

4301 A Commissioner receives actual and necessary travel and other expenses incurred in the performance of official duties in accordance with the budget and accounting policies and procedures adopted by the Department of Administrative Services. The Executive Director is authorized to approve per diem reimbursement for meal and travel expenses.

4302 The Commission encourages members to assist in keeping expenditures to a minimum by traveling together and holding meetings in convenient and centralized locations.

4303 Group lodging and meal accommodations are arranged for all regular Commission meetings. Group accommodations are paid, when possible, by direct billing to the Commission. Commissioners sign individual claims for their lodging and meals. State regulations permit payment only for meals, lodging, and travel costs.

- 4304 Commissioners who choose not to avail themselves of scheduled arrangements must pay for their own meals and are not eligible for reimbursement therefore, except for reasonable exceptions approved by the Executive Director.

### **4310 – Expenses for Regular Meetings**

To assure appropriate expenditures of TSPC funds, each Commissioner is requested to:

- 4311 Indicate accommodation needs to the Executive Director's office.
- 4312 Assume that accommodations will be arranged on the basis of single occupancy.
- 4313 Sign his or her name, indicate his or her room number, and designate "TSPC" on all encumbrances authorized or accepted.
- 4314 Request individual meal claims. Keep receipts for meals.
- 4315 Not claim reimbursement for tips, personal items, or other such expenses not directly related to or required by the Commission.
- 4316 Pay expenditures in excess of the Commission rate, such as accommodating a spouse, partner or family member or fulfilling special requirements.
- 4317 Adhere to accepted procedures for submitting the travel claim forms which are distributed at each meeting. Indicate place and time of departure, arrival time at the destination, and total miles traveled (travel expenses for private cars are computed at the established state rate). Sign the voucher and return to the Executive Director. Claims are normally submitted to DAS for reimbursement as quickly as possible following a Commission meeting.
- 4318 Assist his or her school district to complete substitute teacher claims and return them to the TSPC office. These claims are mailed directly to each Commissioner's school district business office. TSPC is permitted by law to reimburse the district only for the actual expense of employing a substitute.

## **5000**

### **STAFF**

### **5100 – EXECUTIVE DIRECTOR; EMPLOYEES**

The Executive Director is in the unclassified executive service.

### **5200 – DUTIES OF THE EXECUTIVE DIRECTOR**

As chief administrative officer of the Commission and executive head of the staff, the Executive Director is responsible for carrying out the statutes, rules, procedures, and directives adopted by the Commission. In fulfilling assigned responsibilities, the Executive Director shall:

- 5201 Perform all duties necessary, including under budgetary limitations, the contracting of independent parties and purchasing of equipment and materials to put into effect the rules, policies, and plans of the Commission.
- 5202 Advance the priorities of the Commission and evaluate practices in order to improve the effectiveness of the Commission in attaining goals and objectives.
- 5203 Recommend to the Commission those rules, procedures, and plans deemed necessary to improve educator performance, education of likened educators and professional standards of conduct.

- 5204 Maintain a continuous study of major educational literature and of developments in education in Oregon and the nation in order to inform the Commission periodically of matters of professional concern.
- 5205 Conduct such surveys and studies as the Commission shall direct and supervise the contracting of surveys and studies conducted by other agencies.
- 5206 Take appropriate action in all instances not covered by Commission procedures and report such actions at the next regular meeting of the Commission.
- 5207 Attend all regular and special meetings of the Commission.
- 5208 Following consultation with the Commission, hire other staff members necessary to carry on the work of the Commission. All such employees shall be responsible to the Executive Director regardless of who is assigned as their director supervisor.
- 5209 Make such rules and regulations for and give such instructions to employees including contracted parties as are necessary to carry out effectively the procedures of the Commission. The Executive Director may delegate responsibilities and assign duties, but shall be responsible for actions of subordinates engaged in Commission work.
- 5210 Prepare reports directed by the Commission and Commission committees.
- 5211 Serve as liaison with educational organizations, local school districts, the Department of Education, state Board of Education, the Chief Education Office and other governmental organizations and agencies.
- 5212 Prepare agendas and make arrangements for Commission meetings.
- 5213 Handle correspondence of the Commission.
- 5214 The Executive Director may substitute successful teaching or administrative experience to satisfy requirements for formal college preparation or public school experience required in the Rules for Licensure when it is clear that the substitution meets the intent of the administrative rules.
- 5215 The Executive Director may establish workgroups or advisory groups of educational stakeholders to advise the Executive Director on matters directly related to the Executive Director's responsibilities. Such groups are only advisory to the Executive Director and are not considered committees of the Commission.

### **5300 – DUTIES OF THE DIRECTOR OF EDUCATOR PREPARATION**

The Director of Educator Preparation is responsible to the Executive Director and serves in unclassified executive service. The Executive Director appoints the Director of Educator Preparation. Under the direction of the Executive Director, the Director of Educator Preparation carries out program approval of educator preparation units and programs. The Director of Educator Preparation shall:

- 5301 Assist in administering the agency and perform duties as assigned by the Executive Director and supervises such staff assigned to assist in the performance of program approval or administrative duties.
- 5302 Recruit, select, and train site visit review committees as defined by administrative rules or Commission procedures. Supervise on-site reviews of educator preparation programs.
- 5303 Work with Deans and Directors of Education and their faculties to improve educator preparation units and programs and to assure that these programs comply with state statutes and Commission administrative rules.

- 5304 Analyze curriculum materials and course outlines submitted by the Commission-approved schools, colleges, and departments of education in the state to assure that high quality instruction is offered to prospective teachers in accordance with Commission standards.
- 5305 Serve as TSPC liaison with and consultant to various professional organizations, including but not limited to the Oregon Association of Colleges for Teacher Education, the Confederation of Oregon School Administrators, Oregon Association of Independent Colleges and Universities, the Oregon Education Association and various advisory councils established by the Department of Education, or other education-related agencies.
- 5306 Prepare reports and make presentations on educator preparation and licensure to college faculties, professional organizations, and other education-related.
- 5307 Coordinate adoption and administration of educator licensure tests and assessments.
- 5308 Determine appropriate means for assessing the performance of beginning teachers and student teachers and assist districts and teacher education institutions in applying these means.
- 5309 Evaluate institution annual reports and provide summaries to the Commission.
- 5310 Prepare the annual Title II report as required by the federal Higher Education Act.
- 5311 Perform such other duties as assigned by the Executive Director.

#### **5400 – DUTIES OF THE DIRECTOR OF LICENSURE**

The Director of Licensure is directly responsible to the Executive Director. The Executive Director appoints the Director who serves in unclassified executive service. Under the direction of the Executive Director, the Director of Licensure carries out Commission policies in executing administrative rules for licensure of teachers, specialists, and administrators. The Director of Licensure shall:

- 5401 Manage staff as assigned by the Executive Director including:
  - Plan and assign work.
  - Review evaluations and correspondence on a regular basis.
  - Develop effective working procedures, for accepting and denying applications, issuing licenses, advising applicants of eligibility, and informing applicants and school districts of administrative rules and procedures.
- 5402 Interpret administrative rules, and advise school administrators, teachers, and higher education officials when other members of the staff have been unable to assist them concerning:
  - Rules and statutes pertaining to employment and assignment of licensed personnel.
  - Types of licenses, endorsements, and authorizations required for various positions in the school districts.
  - Eligibility for licensure.
  - Preparation and experience needed and acceptable to fulfill specific requirements.
  - Complex licensure situations.
  - Past, present, and proposed rules for licensure.
- 5403 Evaluate information and recommend action on discretionary matters that may be granted on the part of the Commission when authorized by the Executive Director. Prepare for Commission consideration proposed action on policy matters and provide additional technical information as requested.

- 5404 Establish and maintain effective working relationships and improve communication with other educators, educational jurisdictions, and special interest groups. Serve as a speaker and consultant at meetings of educational organizations and school district personnel as approved by the Executive Director.
- 5405 Staff the Licensure Committee of the Commission at all regular and special meetings.
- 5406 Serve as liaison to the Oregon School Personnel Association.
- 5407 Perform such other duties as assigned by the Executive Director.

**5500 – DUTIES OF THE DIRECTOR OF PROFESSIONAL PRACTICES/DEPUTY DIRECTOR**

The Director of Professional Practices/Deputy Director is responsible to the Executive Director and is recognized as the Executive Director's principal assistant. The Executive Director appoints the Director of Professional Practices/Deputy Director who serves in unclassified executive service. Under the direction of the Executive Director, the Director of Professional Practices serves as support to the Executive Director and the Commission and supervises the investigation unit. In the absence of the Executive Director, the Deputy Director shall have authority to act on behalf of the Commission in all matters expressly authorized by the Executive Director. The Director of Professional Practices/Deputy Director:

- 5501 Acts as staff liaison for the Professional Practices Committee
- 5502 Attends all regular and special meetings of the Commission.
- 5503 Serves as the public information officer and media contact for the Commission under the direction of the Executive Director.
- 5504 Supervises the administrative support staff and the investigation unit.
- 5505 Responds to professional practices matters called to the attention of the Commission through administrator, citizen and other reports.
- 5506 Causes the orders adopted by the Commission to be issued and published on the web site immediately following each Commission meeting.
- 5507 Perform such other duties as assigned by the Executive Director.

**6000**

**PROGRAM APPROVAL**

**6100 – AUTHORITY**

The Commission exercises statutory authority in approving educator preparation programs by formulating and executing standards for approval of educator preparation units and programs.

**6200 – PROGRAM APPROVAL COMMITTEE**

- 6201 Procedures 6210 through 6217 apply only if the Commission Chair appoints a Program Approval Committee to consider new program requests and reports of on-site evaluations of programs and to prepare recommendations for Commission consideration. In the event that a committee is not named, the requests, site visit reports, and staff recommendations will be referred by staff directly to the full Commission.

## **6210 – Program Approval Committee Membership and Responsibilities**

- 6211 The Chair may appoint an internal standing committee identified as the Program Approval Committee and consisting of the following Commission members: not less than two teachers, one administrator, and one person representing an institution of higher education. The Chair may also appoint two non-Commissioner members, including one representative of Oregon public education preparation providers and one representative of Oregon independent education preparation providers. Commissioner and non-Commissioner members of the committee shall serve as voting members for purposes of business conducted by the committee. The Committee:
- 6212 Meets during regularly scheduled Commission meetings unless special meetings are scheduled.
- 6213 Monitors the cycle of program evaluation visits to Oregon institutions and considers requests for alterations of the schedule.
- 6214 Analyzes reports of on-site evaluations of educator preparation programs and recommends whether to grant or continue approval of such programs to the full Commission.
- 6215 Receives and analyzes proposals for new and modified educator preparation programs and makes recommendations to the Commission regarding their approval.
- 6216 Monitors required testing of educators and makes recommendations to the Commission regarding selection, use, and passing scores of such tests.
- 6217 Monitors institutional annual reports including programs to add endorsements onto licenses.

## **7000**

### **LICENSURE**

#### **7100 – AUTHORITY**

TSPC exercises statutory authority in licensure of teachers, personnel service specialists, and administrators by formulating and implementing rules for licensure governing the issuance, renewal, or reinstatement, and the denial, suspension, or revocation of licenses.

TSPC recognizes that the quality of instructional personnel of the schools determines, to a significant degree, the quality of instruction and learning which takes place in the schools.

#### **7200 – LICENSURE COMMITTEE**

- 7201 Procedures 7210 through 7214 apply only if the Commission Chair appoints a Licensure Committee to consider requests and prepare recommendations for Commission consideration. In the event that a committee is not named, the requests and staff recommendations will be referred directly by staff to the full Commission.

#### **7210 – Licensure Committee Membership and Responsibilities**

- 7211 The Chair may appoint an internal standing committee identified as the Licensure Committee consisting of the following Commission members: not less than two teachers, an administrator, and one person representing an institution of higher education. The Chair may also appoint two non-Commissioner members, including one school/education service district human resources representative and one other licensed educator. Commissioner and non-Commissioner members of the committee shall serve as voting members for purposes of business conducted by the committee. The committee:



- 7212 Meets during regularly scheduled Commission meetings unless special meetings are scheduled.
- 7213 Monitors the Executive Director's substitution of teaching, personnel service, or administrative experience to satisfy minimal licensure requirements as permitted by administrative rule. The committee reports the findings to the Commission.
- 7214 Reviews appeals from applicants concerning an institution's decisions regarding waiver of course requirements and recommends action to the Commission.
- 7215 Reviews policy recommendations that relates to the issuance, renewal or denial of licenses and recommends action to the Commission.

## **8000**

### **PROFESSIONAL PRACTICES**

The Commission exercises authority for denial of licensure based on misconduct and the sanctioning of educators by complying with the statutes and adopting and executing administrative rules. These rules guide and control the issuance of notices, and other decision-making and adjudicative functions of the Commission and the Commission's staff.

#### **8100 – PROFESSIONAL PRACTICES COMMITTEE**

Procedures 8110 through 8117 apply only if the Commission Chair appoints a Professional Practices Committee to consider investigation reports and proposed orders imposing disciplinary sanctions and to prepare recommendations for Commission consideration. Even if a full committee is appointed, the investigation reports, proposed orders, and staff recommendations will be referred directly to the Commission for consideration.

#### **8110 – Professional Practices Committee Membership and Responsibilities**

- 8111 The Chair may appoint an internal standing committee identified as the Professional Practices Committee and consisting of the following Commission members: not less than two teachers, one administrator, and one person representing the public. The Chair may also appoint two non-Commissioner members, including one licensed educator and one person representing the public. Commissioner and non-Commissioner members of the committee shall serve as voting members for purposes of business conducted by the committee. The Committee:
- 8112 Monitors all investigation reports of alleged violations of professional practices standards of conduct, including reports and charges of gross neglect of duty or gross unfitness and reports to and recommends appropriate action to the full Commission.
- 8113 Advises on investigative procedures and practices and makes recommendations to the Executive Director and the Commission.
- 8114 Reviews administrative law judge proposed orders and makes recommendations to the full Commission regarding adoption of said orders.
- 8115 Reviews investigation reports and recommendations of the Executive Director regarding charges against educators or dismissal of the allegations and makes recommendations for action to the full Commission.
- 8116 Reviews the findings of stipulated orders, hearings, default orders, and recommendations of the Executive Director and recommends action to the Commission on proposed orders either imposing disciplinary sanctions or dismissing charges.
- 8117 Reviews statutes, rules and administrative practices, relating to licensure sanctions and licensure applications and makes recommendations to full the Commission.

## **8200 – PROCEDURES FOR PROCESSING COMPLAINTS AGAINST EDUCATORS**

### **8210 – Initiating Disciplinary Actions**

- 8211 Action to suspend or revoke any license or to sanction an educator may be initiated by the Commission, or by the Executive Director, upon receipt of information, a complaint, receipt of public records of misconduct, such as news reports, or upon report of violation of professional standards by the superintendent or chief executive officer of an Oregon school district or charter school charging an educator with misconduct.

### **8220 – Criteria for Accepting Complaints Against Educators**

- 8221 All complaints and reports from known sources will be acknowledged consistent with Commission rules and statutes.
- 8222 The Commission has established instructions and forms for filing reports of misconduct from the public or from school districts which may be found on the Commission's web page.

### **8230 – Preliminary Investigation of Complaints**

- 8231 Disciplinary action initiated by the Commission, the Executive Director, complaints or information are subject to an investigation. The Executive Director must see that:
- The case is assigned to an investigator.
  - The educator is contacted by certified mail and provided an opportunity to respond.
  - An investigation is conducted. The investigator is empowered to subpoena witnesses and materials over the signature of the Executive Director of the Commission and must swear all witnesses.
  - The investigation results and the Executive Director's recommendations regarding proposed action and proposed sanctions are reported in executive session at the next regular Commission meeting following completion of the investigation.
  - The findings of the investigation are reported to the educator against whom the complaint is made following consideration by the Commission.
  - A recommendation is made whether to charge the educator and to allow the educator to request a contested case hearing on the matter.
- 8232 The Commission must make findings in executive session relative regarding whether the investigative report provides sufficient case to justify a disciplinary hearing under ORS 342.177.

### **8240 – Investigations with Insufficient Cause to Justify a Hearing.**

If TSPC determines that the investigative report does not provide sufficient cause to justify a disciplinary hearing, it must:

- 8241 Dismiss the complaint if it originates from any source other than a school district; or take no further action if the complaint originated from a school district.
- 8242 Notify the accused educator in writing of the determination.
- 8243 Notify the complainant and employing SD of the determination.
- 8244 Maintain the confidentiality of the complaint, the investigation materials and report, and the recommendations of the Executive Director.

### **8250 – Investigations with Sufficient Cause to Justify a Disciplinary Hearing.**

If the preliminary investigation reveals that there is sufficient cause to justify charging the educator and scheduling a disciplinary hearing, the Commission must:

- 8251 Notify the accused educator in writing.
- 8252 Notify the complainant and the employing school district.
- 8253 Enclose a statement of the charges based upon the complaint and preliminary investigation.
- 8254 Upon inquiry, disclose the fact that a Notice of Proposed Action and an Opportunity for Hearing will be issued.
- 8255 Maintain the confidentiality of the investigation materials and report until final disposition with a finding that violation of ORS 342.143 or 342.175 has occurred.

### **8260 – Notification of the Disposition of Disciplinary Action**

- 8261 The documents and materials used in the investigation and the recommendations of the Executive Director are confidential and not subject to public inspection unless the Commission makes a final determination that the person charged has violated ORS 342.143 or 342.175. If the Commission makes a finding that violations have occurred, the Commission's Order becomes a matter of public record and the investigation report retained by the Commission may be subject to disclosure upon request. The Commission must give written notice of licenses revoked or suspended and of educators reprimanded or placed on probation to:
  - 8262 The accused educator.
  - 8263 The employing district.
  - 8264 The complainant.
  - 8265 NASDTEC, a clearinghouse for state licensure agencies operated under contract of the National Association of State Directors of Teacher Education and Certification (NASDTEC).

## **9000**

### **RELATION TO OTHER AGENCIES**

The Commission is an independent Professional Educator Standards board that works in partnership and collaboration with all other state and local education agencies for the benefit of public school students and Oregon professional educators.

### **9110 – Oregon Department of Education (ODE)**

The Oregon Department of Education fosters excellence for every learner through innovation, collaboration, leadership and service to our education partners. The department and the Commission collaborate on the following matters:

- 9111 Ensuring the state's commitment to equity for every learner is achieved;
- 9112 Working together for strong and accessible Career and Technical Education licensure requirements are established;
- 9113 Sharing employment and licensure data in a timely manner;

- 9114 Implementing federal laws that cross over between classrooms and licensure such as: the Every Student Succeeds Act (ESSA); the Individuals with Disabilities Education Act (IDEA); and the Carl D. Perkins Career and Technical Education Act.

### **9120 – Higher Education Coordinating Commission (HECC)**

The Higher Education Coordinating Commission (HECC) is dedicated to fostering and sustaining the best, most rewarding pathways to opportunity and success for all Oregonians through an accessible, affordable and coordinated network for educational achievement beyond high school.

## **9200 – OREGON SCHOOL DISTRICTS, EDUCATION SERVICE DISTRICTS & CHARTER SCHOOLS**

The school districts, education service districts and charter schools may:

- 9201 Advise TSPC on policies and rule-making in view of personnel needs and geographic and demographic requirements.
- 9202 Participate on external committees.
- 9203 Cooperate in providing substitutes for Commissioners when engaged in Commission business.
- 9204 Assist in investigations of licensure and sanctions of licensed, registered or certified school personnel upon request by the Commission.
- 9205 Provide assistance to TSPC by releasing personnel to serve on program approval teams and advisory committees at the Commission's request.
- 9206 Provide accurate and timely educator Professional Educator Experience Report (PEER) forms.
- 9207 Certify educator professional development with integrity.

## **9300 – EDUCATOR PREPARATION PROGRAMS (EPPs)**

Colleges, universities and Commission-approved providers engaged in educator preparation may:

- 9301 Advise TSPC on policies and rule-making for educational personnel development.
- 9302 Assist in program approval processes, on-site visits, and other program approval matters.
- 9303 Keep TSPC informed about teacher supply and demand.
- 9304 Provide information about national developments in education.

## **9400 – OREGON AGENCIES OF GOVERNMENT**

### **9410 – Governor and Department of Administrative Services**

- 9411 TSPC is part of the executive branch of state government and as such seeks a close working relationship with the Governor and other executive departments particularly the state Board of Education, the Higher Education Coordinating Commission, the Early Childhood Council and the Youth Development Commission in the development and support of education improvement in Oregon.
- 9412 The Governor appoints and the Senate confirms the Commissioners.
- 9413 TSPC is a client agency to the Department of Administrative Services (DAS) and is subject to the rules and policies of DAS.

#### **9420 – State Legislature:**

Gubernatorial appointments to the Commission are confirmed by the Senate. The Commission directs the Executive Director and staff to assist legislators in helping interpret the needs of public education, educational personnel professional development, and the preparation, licensure and sanctioning of licensed and registered educators.

#### **9430 – Attorney General**

The Attorney General's office is the legal counsel for the Commission. The Commission through the Executive Director may call upon the office of the Attorney General for assistance on matters bearing on the Commission's legal responsibilities.

#### **9440 – State Treasurer**

TSPC through the Executive Director deposits and draws funds by means of its account with the State Treasurer.

#### **9450 – Legislative Counsel**

A copy of all proposed administrative rules must be filed by the Executive Director with the Legislative Counsel in accordance with the Attorney General's Model Rules of Procedure.

#### **9460 – Other Agencies**

TSPC seeks to cooperate with other agencies in fulfilling Commission objectives and responsibilities.

#### **9470 – Oregon Indian Tribes**

- 9471 Every state agency is required to develop and implement a policy on the agency's relationship and cooperation with Oregon tribes. (ORS 182.164)
- 9472 The TSPC designates the Executive Director as the person that ensures the agency is actively engaged in collaborating with the tribes on programs or rules of the Commission that affect tribes.
- 9473 The licensure program provides licensure for American Indian language teaching. Each tribe that recommends candidates for licensure exclusively determines the standards for this license. ORS 342.144
- 9474 The TSPC promotes communication between the agency and the tribes by designating the Executive Director, or his/her designee, as a representative at the Oregon Department of Education's regular government-to-government meetings with tribal representatives.

#### **9500 – OTHER STATES**

- 9501 TSPC supports participation in the National Association for State Directors of Teacher Education and Certification's (NASDTEC) sponsored events and interaction with other states' agencies for educator preparation, professional practices and licensure in other states to keep Oregon abreast of educational trends and developments in the nation, and to advance nationwide application of standards which equal or exceed those of Oregon.
- 9502 TSPC cooperates with other states in planning for improvement of education. To this end, TSPC shares with other states information concerning plans for educational personnel development, licensure and accreditation, and cooperates in other matters for which TSPC and counterparts in other states are responsible.
- 9503 TSPC is a member of the National Association of State Directors of Teacher Education and Certification and cooperates in the Association's clearinghouse on licenses denied, suspended, or revoked for violation of standards of competent and ethical performance.

- 9504 TSPC enters into reciprocal licensure agreements with other states that maintain standards of preparation and licensure which are comparable to those established by TSPC.

### **9600 – ACCREDITATION ASSOCIATIONS**

- 9601 TSPC is responsible for approving accrediting bodies and recognizes such bodies' role in the national accreditation of educator preparation programs in Oregon, and maintains a state partnership agreement with these national accrediting bodies. The Executive Director will monitor and report to the Commission on the ability of Commission approved national accrediting bodies to reasonably serve as a national accreditation body for purposes of legislation or rule requiring such accreditation.
- 9602 Approval of out-of-state educator preparation programs by regional accrediting associations constitutes a basic criterion, together with program approval by professional educator standards boards and state departments of education for evaluating the credentials of out-of-state applicants for Oregon educator licenses.

### **9700 – OTHER GROUPS AND INDIVIDUALS**

- 9701 TSPC encourages the formation of consortia and welcomes information and advice from a wide variety of sources within the bounds of Commission procedure. In addition to those listed above, such sources may include interested citizens, teachers, administrators, students in public schools, educator licensure candidates, professional organizations, regional and national educational associations, and others interested in the improvement of public school education and the preparation of teachers.