Title: District Certification Committee

Number: AP 2.01

Adopted: August 2012
Reviewed: May 2013

POLICY

Creation
The President will appoint members to a district certification committee annually to assist in the implementation of Chapter TCS 3 and WTCSB 322. The President delegates oversight of the professional growth plan for certification to the committee and the Dean of Business and Institutional Effectiveness (Dean).

Membership
The committee will be made up of five (5) members who require certification under Chapter TCS 3, and who are appointed for staggered two-year terms beginning July 1 and ending June 30. No member may serve more than three consecutive two-year terms. At least three members will be certified district employees and will be recommended by the faculty association. Members will be selected to maximize diversity of educational perspective. In addition, the Dean will serve as a standing member of the committee to provide guidance and input on professional development efforts. The District Certification Officer (DCO) will provide administrative support for the committee.

Selection of a Chairperson
At the first meeting of each year the committee will elect a chairperson. No person may serve as chairperson for more than two (2) successive years.

Duties
The committee will:

1. Recommend a rolling five (5) year plan and budget for professional growth activities, which will be approved by the President. The professional growth plan may include workshops or conferences of specific relevance to persons covered by Chapter TCS 3, continuing education units (CEUs) or attendance in district associate degree or vocational diploma courses. Participation will be tracked by instructional program area. The committee will update the Board annually.
2. Propose to the Dean in-service activities which specifically meet certification requirements.
3. Advise the Vice President of Teaching, Learning, and Student Success regarding the application and implementation of Chapter TCS 3 including staff certification classification in part- and full-time positions, staff positions requiring certification, the types of certification required, appeal procedures, and suggested courses of action related to complaints, suggestions, or inquiries related to certification.
4. Communicate with the state certification committee on complaints, suggestions, or inquiries in matters regarding certification.
5. Meet at least four (4) times a year, at the beginning and end of Fall and Spring semesters.

Appealing Certification Decisions

If a staff member believes that a certification decision is in error, they may appeal the decision. The purpose of the appeal process is to promote voluntary resolution of disputes relating to district responsibilities, activities, and decisions under chapter TCS 3. Taking advantage of the district appeal procedure is not a prerequisite to initiating an appeal with the Wisconsin Technical College System (WTCS) Board. The appeal process consists of the following steps:

1. The staff member must file the appeal, in writing, within forty-five (45) days of the action or inaction that serves as the basis for the appeal.
2. The chair of the district certification committee receives all appeals. The chair will acknowledge the receipt of the appeal, in writing, within fifteen (15) calendar days of receipt.
3. The chair will:
   a. Assemble a committee that includes the DCO and at least two other staff members certified under TCS 3 to review the appeal;
   b. Meet with the staff member to gather information about the circumstances related to the appeal;
   c. Collect information from the DCO and the WTCS Certification Office;
   d. Issue a written decision on the appeal within forty-five (45) days of receipt of the appeal.
4. The decision of the committee is the final action at the College level.
5. If the staff member wishes to appeal the committee decision to the state level, the appeal process is described on the WTCS website.