

# TENNESSEE STATE BOARD OF EDUCATION

## REVIEW OF LICENSE RENEWAL OR ADVANCEMENT

5.503

Tennessee State Board of Education Rule 0520-02 authorizes an individual deemed ineligible for license renewal or advancement based on minimum standards of performance as determined by State Board of Education policy to request the State Board of Education to review, on the record, the eligibility determination.

The State Board of Education shall not consider reviews that are not in compliance with the following procedure:

1. All requests for review shall be submitted by the individual requesting such review in writing to the Office of Teacher Licensing within thirty (30) days of the individual receiving notice of the eligibility determination, otherwise the review will be considered untimely and invalid.
2. All requests for review shall include:
  - a. The individual's name, position, school, and school district;
  - b. A letter of support indicating an intent to employ the individual from a school district or public charter school where such license is required for employment; and
  - c. Documentation of the individual's objective performance data and other factors reasonably related to the individual's effectiveness and eligibility determination, including but not limited to the individual's most recent performance data demonstrating significant improvement; performance data in a particular subject area if the individual teaches more than one tested grade/subject; performance data relative to sub-groups or special populations of students; or extenuating circumstances such as illness, significant leave due to health reasons, or serious family emergency.

Upon receipt of a request for a review, the Office of Educator Licensing and the State Board of Education will take the following action:

1. Office of Educator Licensing shall confirm the timely receipt of the request for review to the individual who submitted the request.
2. Office of Educator Licensing shall prepare a file for all timely filed requests that includes the request for review and all relevant performance data and submit the file to the State Board of Education counsel.
3. A three person panel of State Board of Education staff (Panel), consisting of the executive or deputy executive director, counsel to the State Board of Education, and at least one other staff member shall review the file and make a recommendation to the State Board of Education. The Panel may request additional information from the individual requesting the review.
4. Upon receipt of the Panel's recommendation, the State Board of Education may take the following action:
  - a. Request further information from the individual;
  - b. Determine continued licensure is not warranted, or
  - c. Extend the individual's license for one additional year.

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5. The State Board of Education shall take action on the request for review at the next regularly scheduled meeting, provided at least thirty (30) days have elapsed from the date the State Board of Education received the recommendation from the Panel.

**Effective Date:** The provisions of this policy shall be effective August 1, 2015.