

# COLLEGE OF INTEGRATED CHINESE MEDICINE

## CAPABILITY REVIEW AND PRACTICE

### Introduction

'Capability' in this context refers to the ability of a clinical supervisor, teacher, point teacher or practical skills tutor (hereafter referred to as teachers) to carry out their job. Any teachers will have been judged at some point to have been capable with respect to the established profiles of the job in question. A 'review' arises when, for whatever reasons and in whatever way, the teacher's capability has been called into question.

### Policy

We believe that the capability of the teaching team is one of the College's most important resources. For this reason, we believe that any information regarding a teacher's lack of capability should be taken seriously and addressed promptly. We appreciate the difference between an off-day and consistently poor performance, and between verbal criticism and a written, considered complaint. We understand there may be a difference between the points of view of the students, members of the teaching team and the College.

Thus the principles to be adhered to when dealing with capability are:

- respect for the professional standing of the teacher
- concern by the College for maintaining the standards of its teaching resource
- clarification and checking of information and, where possible, gathering written information from all relevant sources
- dealing with complaints directly and promptly
- being solution-oriented and looking for a positive outcome.

### Procedures

There are two stages informal and formal.

#### Informal

An informal review consists of gathering information, clarifying the various points of view and looking for solutions which are in the interest of students, teachers and the College. The initial informal process would involve:

- gathering information from all relevant sources involved including the complainant, the teacher, the class representative and the teacher's chosen representative
- determining the degree of agreement or disagreement in the information gathered
- determining from all parties involved (student(s), teachers, College) what would be considered a resolution from each point of view.

Once all relevant sources have been consulted a member of College Management Committee will have an informal private meeting with the teacher to discuss the complaint.

At this stage of the informal procedure the teacher may well ask for or agree to undertake some coaching or mentoring with another teacher and the scope and outcomes of the

mentoring/coaching process would be agreed between the EC representative, the mentor/coach and the teacher.

The EC representative is responsible for monitoring the progress towards an acceptable outcome.

However, when capability has been discussed informally with the teacher and:

- There has been no improvement in performance
- further complaints about the teacher's ability have been received
- the teacher is unwilling to engage in mentoring or any other suggested course of action to improve his/her teaching

then a formal capability review will be initiated.

### **Setting up a Formal Capability Review**

A committee will be set up comprising:

- i) One member of the Management Committee
- ii) One senior member of teaching team
- iii) At least one member of the College Council.

The principles to be adhered to are:

- no teacher will be put on probation or dismissed without at least stage one and two below being gone through
- the teacher may be accompanied by a trade union representative, friend or legal representative at all meetings he/she is asked to attend
- advance notice of at least two weeks will be given for any meeting involving the teacher
- any request for deferment by the teacher where further time is required will not be unreasonably refused, but the deferment will not normally exceed 7 days
- full written records will be kept of all meetings and correspondence.

**Stage one:** The committee will meet and take a view on the written evidence to date. The committee will arrange a time for a meeting, with at least two weeks notice, and inform the teacher and all written evidence held by the committee will be copied to the teacher.

**Stage two:** The teacher and his or her representative will be given the opportunity to present his/her case to the committee and raise any issues s/he wishes to have considered. The committee can then ask the teacher and representative to leave the meeting in order to confer. It can at that time either defer its final decision to a further meeting or, if the committee is clear, it can recall the teacher and his or her representative and make the decision known. The committee has the options of: i) no further action ii) placing the teacher on a twelve-month period of probation. The committee's decision will be confirmed in writing within five working days of the meeting.

### **Stage 3: Monitoring of probationary period**

- During the twelve-month probationary period the teacher will work with a mentor to improve his/her teaching capability. The mentor will have quarterly meetings with the

teacher to review progress and there will be an appraisal at the end of the probationary period

- If the teacher fails the probationary period and/or further complaints about the teacher's capability are received the committee the teacher's contract will be terminated.

## Appeals

### **Appeals against the imposition of a probationary period**

The teacher has the right to appeal against the decision to impose a probationary period. The appeal should be sent in writing to the Management Committee of the College within ten working days of the teacher receiving the written decision. The appeal must state the grounds on which it is being made.

The appeal will be heard by a panel comprising one member of the Management Committee, one senior member of the teaching staff and one member of the College Council, none of whom were involved in making the original decision.

The panel's decision may be given verbally at the hearing and will be conveyed or confirmed in writing within ten working days of the hearing.

### **Appeals against Dismissal**

The teacher has the right to appeal against dismissal. The appeal should be sent in writing to the Management Committee of the College within ten working days of the teacher receiving the written decision. The appeal must state the grounds on which it is being made.

The appeal will be heard by a panel comprising one member of the Management Committee, one senior member of the teaching staff and one member of the College Council, none of whom were involved in making the original decision.

The panel's decision may be given verbally at the hearing and will be conveyed or confirmed in writing within ten working days of the hearing.

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