

Preconditions for Approval Review

Precondition #1. The institution recognizes and identifies a professional education unit that has responsibility and authority for the preparation of teachers and other professional education personnel.	
1.1	A letter from the institution's chief executive officer that designates the unit with primary authority and responsibility for educator preparation programs.
1.2	A chart or narrative that lists all professional education programs offered by the institution (including any nontraditional/alternative programs). The chart or narrative report should depict (a) the degree or award levels for each program; (b) the administration location for each program, for example: School of Education, Department of Music; and (c) the structure or structures through which the unit implements its oversight of all programs. If unit's offerings include off-campus programs, a separate chart or narrative, as described above, should be prepared for each location at which off-campus programs are geographically located.
1.3	An organizational chart of the institution that depicts the professional education unit and indicates the professional education unit's relationship to other administrative units with the college and of university.
Precondition #2. A dean, director, or chair is officially designated as head of the professional education unit and is assigned the authority and responsibility for its overall administration and operation.	
2.1	The job description for the head of the professional education unit.
Precondition #3. Written policies and procedures guide the operations of the professional education unit.	
3.1	The cover page and table of contents for the documents that contain codified policies and procedures for the unit's operations, including policies and procedures pertaining to its candidates.
Precondition #4. The professional education unit has a well developed conceptual framework that establishes the shared vision for the professional education unit's efforts in preparing educators to work in P-12 schools and provides direction for programs, courses, teaching, candidate performance, scholarship, service and unit accountability.	
4.1	Written statements of the vision and mission of the institution or agency and of the unit.
4.2	Written statement of the unit's philosophy, purposes, and outcomes.
4.3	Description of the knowledge bases including: theories, research, the wisdom of practice, and education policies that inform the unit's conceptual framework.
4.4	Candidate proficiencies aligned with the expectations in professional, state, and institutional standards.
4.5	A description of the system by which candidate performance described in 4.4 are regularly assessed.
Precondition #5. The professional education unit regularly monitors and evaluates its operations, the quality of its offerings, the performance of candidates, and the effectiveness of its graduates.	
5.1	Description of the professional unit's system for evaluating its operations, the quality of

	its offerings, the performance of candidates, and the effectiveness of its graduates.
Precondition #6. The unit has published criteria for admission to and exit from all initial teacher preparation and advanced programs and can provide summary reports of candidates performance at exit.	
6.1	A photocopy of published documentation (e.g. from a catalog, student teaching handbook, application form, or web pages) listing the basic requirements for entry to, retention in, and completion of professional education programs offered the institution, including nontraditional/alternative, and off-campus programs.
6.2	A brief summary of candidate performance on assessments conducted for admission into programs and exit from programs. This summary should include: (a) the portion of Title II documentation related to candidate admission and completion that was prepared for the state and (b) compilation of results on the professional education unit's own assessments.
Precondition #7. The professional education unit's programs are approved by the Georgia PSC. Alternatively, other PSC recognized specialty organizations.	
Precondition #8. The institution or agency is accredited, without probation or equivalent status, by the appropriate institutional accrediting agency recognized by the U.S. Department of Education.	
8.1	Current regional accreditation letter and/or report that indicates institutional accreditation status.