

# QUALIFICATIONS REVIEW COMMITTEE

## INDEX

	Page
Purpose.....	1
Committee Members.....	1
Procedures.....	1,2
Application Deadline.....	2
Application Form.....	3

## **SECONDARY TEACHERS QUALIFICATIONS REVIEW COMMITTEE**

### **Purpose:**

- To provide an opportunity for secondary school Teachers to apply, in very extraordinary circumstances, to have a subject(s) listed on their Certificate of Qualification set aside from consideration for the staffing/surplus procedures only.

### **Committee Members:**

- The Committee shall be chaired by the Senior Manager, Secondary Teaching, Employee Services.
- Four representatives named by the Senior Manager, Secondary Teaching Office.
- Four representatives named by the President of OSSTF TTBU.
- Staffing/Seniority Analyst.

### **Procedures:**

- In very extraordinary circumstances, Teachers may wish to apply to the Secondary Teachers' Qualifications Review Committee to have a subject(s) listed on their Certificate of Qualification set aside from consideration for staffing/surplus procedures only. The application form is available in school offices, the Employee Services department, from OSSTF TTBU and electronically. The form must be signed by the school Principal before submission. The Principal's signature acknowledges the form has been discussed.
- The Committee will meet to discuss each application on a case by case basis to make a determination.
- A member of the Committee will contact all Teachers and letters will be sent by Employee Services regarding the decision.
- The Committee will operate on a consensus basis. If there is no consensus, the application will not be approved.
- If the Teacher's application is approved, then:
  - ◆ The subject(s) will be set aside from consideration only for the staffing/surplus process;
  - ◆ **This determination will stay in effect as long as the Teacher is employed as a Teacher in the TDSB.**
- In very extraordinary circumstances, a Teacher may apply to the Committee to have their determination reversed. If such an application is made, then:
  - ◆ The Committee will meet upon receipt of the application;

- ◆ If the Committee determines to re-instate the subject(s), the reinstatement will be effective for the following school year and letters will be sent by the Employee Services department.
- The Staffing/Seniority Analyst will maintain the records.

**APPLICATION DEADLINE:**

**For 2018, the deadline is 12 noon, January 24.**

**According to the College of Teachers, neither a Board nor a Teacher nor the College itself can remove a subject(s) from a Teacher's Certificate of Qualification. The Secondary Teachers Qualifications Review Committee has been established to provide Teachers in very extraordinary circumstances an opportunity to have a specific subject(s) set aside from consideration for staffing/surplus procedures only. Setting aside a subject(s) from a Certificate of Qualification reduces the number of teaching positions available to the Teacher and could result in the Teacher being surplus to the Board.**

**Teachers contemplating such an application should seek advice and counsel from OSSTF TTBU about potential consequences of this action.**



## APPLICATION TO THE SECONDARY TEACHERS' QUALIFICATIONS REVIEW COMMITTEE

**Deadline: 12:00 noon  
January 24, 2018**

Name: \_\_\_\_\_ School: \_\_\_\_\_

I am applying to have the following subject(s) listed on my Certificate of Qualification set aside from consideration for staffing/surplus procedures only:

\_\_\_\_\_

**Please attach a copy of your Certificate of Qualification and any appropriate documentation to support this application.**

The reasons for this application are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**According to the College of Teachers, neither a Board nor a Teacher nor the College itself can remove a subject(s) from a Teacher's Certificate of Qualification. The Secondary Teachers Qualifications Review Committee has been established to provide Teachers in very extraordinary circumstances an opportunity to have specific subject(s) set aside from consideration for staffing/surplus procedures only. Setting aside a subject(s) from a Certificate of Qualification reduces the number of teaching positions available to the Teacher and could result in the Teacher being surplus to the Board.**

**Teachers contemplating such an application should seek advice and counsel from OSSTF TTBU about potential consequences of this action.**

We have discussed this application.

\_\_\_\_\_  
(Teacher's Signature)

\_\_\_\_\_  
(Principal's Signature)

**Return to: Senior Manager  
Secondary Teaching Office  
5050 Yonge Street, 2<sup>nd</sup> Floor, Route NE-10 FAX #416-397-3484**

You will be contacted with the decision in writing by Employee Services prior to the start of the school staffing process.