

Teacher Education Program Complaint Process

The College of Education at Texas Tech University strives to resolve all concerns, questions and issues concerning the teacher preparation program. Please make every effort to follow the process below to seek resolution to your concerns. If you find that you have a complaint beyond the initial process concerning the Tech Teach program you may contact the Texas Education Agency for assistance following the process below.

Initial

Contact the Teacher Education Department Administrators: Certification Officer, Chair of Teacher Education, or Vice Dean of the College of Education



Based on the Initial Consultation to discern the situation, the individual then decides whether the situation is resolved or further action is needed.

Formal

Refer to the Code of Conduct Policy to Submit a Formal Complaint concerning removal from the Teacher Education Program



The Code of Conduct may be found at www.educ.ttu.edu and a signed copy may be acquired from your COE advisor.

Final

If your informal or formal complaint has not been resolved to your satisfaction you may contact the Texas Education Agency at 512-463-9734 or tea.texas.gov



Texas Education Agency staff will send confirmation of a complaint within 30 days of receiving the submission. Remember, information the public sends to TEA by email may not be secure. Do not email sensitive information to TEA. The agency will remove confidential or sensitive information when replying by email. TEA will maintain confidentiality of information to the extent the law allows