



COMMONWEALTH of VIRGINIA
Department of Education

DATE: November 30, 2018

TO: Division Superintendents

FROM: James F. Lane, Ed.D., Superintendent of Public Instruction

SUBJECT: ***Procedural Guidelines for Conducting Licensure Hearings,***
Approved by the Board of Education on November 15, 2018

The purpose of this memorandum is to notify you that on November 15, 2018, the Board of Education approved *Procedural Guidelines for Conducting Licensure Hearings*. As stated in the *Guidelines*' Preamble, the "Board of Education is committed to providing an equitable and fair process that affords a license holder who is seeking license renewal or reinstatement or whose license is the subject of a petition for suspension or revocation adequate and timely notice of the proceedings and a meaningful opportunity to be heard. These guidelines are intended to assist the parties and the decision makers in that process."

The attached [*Guidelines*](#) include policies and procedures of general applicability, in addition to policies and procedures specific to licensure hearings before the Superintendent's Investigative Panel and the Board of Education. If you have questions regarding the *Guidelines*, please contact Nancy Walsh, Director for Professional Practices, at (804) 371-2522 or nancy.walsh@doe.virginia.gov.

JFL/nw

c: Deans and Directors, Schools/Departments of Education
Virginia Institutions of Higher Education
Directors of Human Resources, Virginia School Divisions
Virginia School Boards Association

Attachment:

- A. [*Procedural Guidelines for Conducting Licensure Hearings*](#), Approved by the Board of Education on November 15, 2018