

UTAH STATE BOARD OF EDUCATION POLICY
Policy Number: 6002
Policy Name: Utah Professional Practices Advisory Commission – Staff Requirements
Date Approved:

1. The Utah State Board of Education, “the Board,” hereby establishes this policy for Utah Professional Practices Advisory Commission, “UPPAC,” staff.
2. The Internal Audit Department shall monitor to ensure that UPPAC staff track each opened case.
3. UPPAC staff shall track the following data for each case:
 - a. the school where the educator was employed;
 - b. the LEA where the educator was employed;
 - c. the educator’s assignment and license area;
 - d. each violation established by the investigation, by reference to Rule R277-217;
 - e. the commission recommendation;
 - f. the referral source; and
 - g. the educator’s legal representative, if applicable.
4. UPPAC shall establish target timelines for major stages of the investigative process, including:
 - a. investigation completion;
 - b. discovery disclosures;
 - c. hearing scheduling; and
 - d. final Board consideration.
5. UPPAC shall document significant deviations from target timelines.
6. UPPAC staff shall maintain a complete administrative record of proceedings in a format and system that allows for accessibility. The record shall include:
 - a. recordings;
 - b. submissions;
 - c. investigative materials;

- d. recommendations; and
- e. final Board actions.