Staff Development Program (SDP) Participant Continuation Policy (2017-18)

Withdrawal: A program participant may *voluntarily* withdraw from the SDP at any time. If a participant is considering withdrawal, he or she should contact the SDP Coordinator and Chair to set up a meeting to review his or her options.

- Participants who have completed a reasonable amount of progress toward completion of their approved plan, who withdraw from the program due to extenuating circumstances and whose withdrawal was approved by the SDP Steering Committee, are eligible to reapply.
  - Benchmarks for reasonable progress are approximately 25% completion by the first quarterly review, 50% completion by the second quarterly review and 75% completion by the third quarterly review.
- Participants who have voluntarily withdrawn from the program twice (two different cohorts/program years) are not eligible to reapply.

Dismissal: A program participant may be *involuntarily* dismissed from the SDP if he or she does not maintain satisfactory performance in his or her job, or if the participant fails to fulfill program participation responsibilities. In these situations, the following guidelines will be implemented:

- **Work-related:** A participant may be dismissed from the SDP if his or her supervisor submits in writing to the Steering Committee a work-related cause for this action. This removal will require agreement by the Dean or Director under whose authority the supervisor serves. Participant appeal to the Steering Committee will not be allowed in this type of involuntary removal from the program. This involuntary removal is not a grievable action (via the State of South Carolina grievance policy).

- **Progress-related:** A participant may be dismissed from the SDP if he or she fails to meet two program deadlines or if he or she has not completed a reasonable amount of progress toward completion of the approved plan. Benchmarks for reasonable progress are approximately 25% completion by the first quarterly review, 50% completion by the second quarterly review, and 75% completion by the third quarterly review. Deadlines and benchmarks are set for the express purpose of tracking a participant’s progress through the program and ensuring work is being done in a manner that allows successful completion of the program. This involuntary removal from the program, which may be appealed (see Appeal Procedure below), is not a grievable action (via the State of South Carolina grievance policy).

  - **Appeal Procedure:** A written letter of support submitted by the program participant’s direct supervisor must accompany the participant’s written appeal to the Steering Committee.
    - The appeal/letter of support must be submitted in writing to the SDP Coordinator and SDP Chair within five (5) business days of the participant receiving written notice from the SDP Steering Committee of his or her dismissal from the program.
    - The Steering Committee will render a decision in regard to the appeal within five (5) business days of receiving the written appeal/letter of support.
    - If the written appeal is denied, the participant may request to meet with the Steering Committee at its next scheduled meeting.
    - The Steering Committee will render a final decision with regard to the in-person appeal within five (5) business days after the meeting.
- Participants who are involuntarily dismissed from the program are not eligible to reapply.