TEACH
Teacher Tenure User Manual
School District Role

Deborah A. Marriott
Director
Office of School Personnel Review and Accountability (OSPRA)
Teacher Tenure Hearing Unit
89 Washington Avenue
Albany, NY 12234
(518) 474-3021
Overview of Changes

The purpose of the modifications of the existing TEACH system is to facilitate the implementation of the April 1, 2012 changes to Education Law §3020-a. The goals of the legislation were twofold – to reduce the length of time for the cases to be resolved and to reduce the overall costs of these cases. This training manual provides specific information about how to use the TEACH system for each specific role.

School District Role

When Education Law §3020-a charges are voted on by the Board of Education, the school district will no longer mail copies of the charges to the Teacher Tenure Hearing Unit. School districts are responsible for managing these cases through TEACH.

The school district TEACH Homepage will now have a new link for all new teacher tenure cases. This manual will show school districts how to:

- create a teacher tenure case;
- enter the school district and employee law firm information;
- enter a hearing request;
- view case information;
- upload, download and view relevant documents; and
- close a case before a hearing officer has been assigned.

TEACH Homepage
Step 1 – Find the Employee

1. Search for the employee subject to the tenure charges by entering the person’s SSN. Then click the “SEARCH” button

2. Once you have located the employee, click “CREATE CASE”.
Step 2 – Verify the Address

3. Review to make sure the address information on TEACH is correct, select the corresponding radio button, then click “NEXT”.

4. If the address information is incorrect, enter the correct information, and then click “UPDATE ADDRESS”.
Step 3 – Enter the Case Information

5. Select case type from the dropdown. Most will be “Standard”. Select “Expedited – failure to maintain certification” if the case is based solely on the failure to be certified. Select “Expedited 3012(c)” if the case is based on the new teacher evaluation law. Check with your school attorney if you are unsure. Enter the board vote date and the date you created the case on the TEACH system.

6. Enter the school law firm information. Select one from the dropdown list of law firms. If your law firm is not listed, enter the law firm contact information so that OSPRA may contact the firm to create a TEACH account for them.

7. Enter the type of case charges by checking the appropriate boxes. Check with your school attorney if you are unsure.

8. Click “SUBMIT” to upload the charges and to complete the case creation process.
Step 4 – Upload Charges and Charge Transmittal

9. Use this screen to upload all documents for this case. Select the file type from the dropdown menu. Charges must be uploaded when the case is created.

10. Click “BROWSE” to find the file on your own computer to upload. Then type a short description in the text box. Then click “UPLOAD”.

11. This message appears if the file upload was successful.

   File Uploaded Successfully! Repeat the process to upload additional files.

   If there was an error uploading your file, this message will appear:

   A problem occurred with the upload.
   Repeat to load more files. After the file upload, click “DONE”.

12. The case creation process is complete!
    Get case number here.
Step 5 – Enter Hearing Request

12. Locate the teacher on TEACH using his or her SSN, then click “SEARCH”.

13. If the teacher has filed a request for a hearing, select the radio button for the correct case (if the school district has more than one pending against the teacher, more than one case will be in this table), and then click “REQUEST HEARING”.

14. Enter the date of the hearing request. Select hearing panel or hearing officer from the drop-down. If you are unsure, consult your school district attorney.

15. Select the name of the teacher’s law firm from the dropdown.
Step 5 – Enter Hearing Request (Continued)

16. If the teacher’s law firm is not in the dropdown, or the teacher is representing himself or herself, select this radio button.

17. Enter lawyer contact information here, so that OSPRA can contact the law firm to create a TEACH account for them.

18. When done entering the law firm information, click “SUBMIT”.

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**Personal Information**

**Case Information**

**Hearing Request Information**

**Law/Firm Contact Information**

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Step 6 – Upload the Hearing Request

19. Use this screen to upload all documents for this case, including the Hearing Request. Select the file type from the dropdown menu.

20. Click “BROWSE” to find the file on your own computer to upload. Then type a short description in the text box. Then click “UPLOAD”.

21. This message appears if the file upload was successful.

   **File Uploaded Successfully! Repeat the process to upload additional files.**

   If there was an error uploading your file, this message will appear:

   **A problem occurred with the upload.**

   Repeat to load more files. After the file upload, click “DONE”.

Additional Hearing Request Information

Please be advised that AAA receives the hearing request information immediately and will be generating a hearing officer list at the school district’s expense. The school district will receive an invoice directly from AAA. A payment for the amount of the invoice must be sent directly to AAA. Do not send a check to the Teacher Tenure Hearing Unit.
Step 7 – View Case Information

22. Locate the teacher on TEACH using his or her SSN, then click “SEARCH”.

23. To view the case information, including: law firm information; hearing officer information, the dates the charges were voted upon; the days remaining until the case must be resolved; and to upload, download or view documents associated with this case, select the radio button for the correct case (if the school district has more than one pending against the teacher, more than one case will be in this table), and then click “VIEW CASE”.

<table>
<thead>
<tr>
<th>School District</th>
<th>Case #</th>
<th>Case Status</th>
<th>Case Created Date</th>
<th>Case Closed Date</th>
<th>Probable Cause Date</th>
<th>Case Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABST UNION FREE SCHOOL DISTRICT</td>
<td>10439</td>
<td>Open</td>
<td>12/04/2013</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 7 – View Case Information (Continued)

24. Relevant date information and days remaining is displayed here.

25. Law firm information is displayed here.

26. Hearing officer information (if one has been selected) is displayed here.

27. View, download, and upload documents here.
Step 8 – If Case is Resolved Without a Hearing, Enter Case Closure Information

28. Locate the teacher on TEACH using his or her SSN, then click “SEARCH”.

29. Use this option if:
   - the teacher has waived a hearing;
   - the case was unilaterally withdrawn by the district prior to the hearing request and not resolved with a formal settlement; or
   - the case was settled with a formal settlement agreement.

Select the radio button for the correct case (if the school district has more than one pending against the teacher, more than one case will be in this table), and then click “CLOSE CASE”. Note, this button will not be available once a Hearing Officer has been selected. At that point, only the Hearing Officer will be able to enter case closure information.
Step 8 – If Case is Resolved Without a Hearing, Enter Case Closure Information (Continued)

30. Case Outcome Dropdown Values (select one):
   - **Settled** – use this option if the case was settled with a formal settlement agreement.
   - **Withdrawn/Consolidated (W/C)** – use this option if the case was unilaterally withdrawn by the district prior to the hearing request and not resolved with a formal settlement
   - **Waived Hearing** – use this option if the teacher formally waived the hearing, or failed to request a hearing.

31. Penalty Dropdown Values (select the most appropriate one):
   - Fine
   - Suspension
   - Fine and Suspension
   - Other
   - Termination

32. Enter relevant dates, click “SUBMIT”. 
Step 9 – Upload Case Resolution Document(s)

33. Use this screen to upload all documents for this case, including the settlement agreement or the hearing waiver. Select the file type from the dropdown menu.

34. Click “BROWSE” to find the file on your own computer to upload. Then type a short description in the text box. Then click “UPLOAD”.

35. This message appears if the file upload was successful.

   File Uploaded Successfully! Repeat the process to upload additional files.

   If there was an error uploading your file, this message will appear:

   A problem occurred with the upload.

   Repeat to load more files. After the file upload, click “DONE”.

   File Type: [Select your file type here]

   [Browse button]

   [Upload button]