



Maintaining Licensed Unity Teacher Status

1.0 Purpose:

The purpose of this policy is provide clear criteria for maintaining active status, a coherent process for addressing concerns, and processes for regaining active status if it is lost.

2.0 Scope:

- 2.1 This policy applies to all licensed Unity teachers.
- 2.2 Other policies and documents that have implications for this policy are: the Sexual Conduct Policy, the Ethics Review System Policy, the Re-entry Policy, and the Code of Ethics, and Continuing Education Units for LUTs.

3.0 Policy:

- 3.1 To retain active status, a licensed teacher is required to:
 - 3.1.1 Complete and return an annual report by March 1 of each year.
 - 3.1.2 Be current on all Continuing Education Units as defined by Continuing Education Policy for Licensed Unity Teachers.
 - 3.1.3 Adhere to the Code of Ethics and the Sexual Conduct Policy.
- 3.2 Licensed teachers who fail to turn in annual reports or take CEUs will be placed on Inactive Status. The process for regaining their status as active licensed Unity teachers is the Re-entry process.
- 3.3 If there are concerns that a licensed Unity teacher has violated the Code of Ethics or the Sexual Conduct Policy, and Ethics review process will be initiated.

4.0 Definitions:

- 4.1 **Active Status:** A licensed teacher who is active is qualified to fully participate in a Unity ministry as an LUT: teaching Unity classes for credit and supporting the ministry in which they serve with oversight by their sponsoring minister.
- 4.2 **Continuing Education Credits:** Classes an LUT is required to take to ensure their ongoing growth, keep them current with ministry standards, and maintain their active status
- 4.3 **Code of Ethics:** UWM document outlining the ethical standards expected of Unity Leaders
- 4.4 **Sexual Conduct Policy:** UWM policy outlining standards of sexual conduct for all LUTs and Unity ministers
- 4.5 **Ethics Review System (ERS):** UWM's Ethics Review System which investigates allegations of unethical behavior by UWM members
- 4.6 **Good Standing:** A term used to indicate that an LUT or Unity minister has no ethical violations and has full rights and privileges of their Unity credentials

- 4.7 **A Plan of Action (POA):** A strategy to address unethical behaviors or competency concerns. Plans of Action may be mutually agreed upon by LUT and others, or they may be required (RPOA)
- 4.8 **Suspension:** A decision by an Ethics Review Team that an LUT is not in good standing, and ineligible to serve as an LUT in any UWM member ministry

5.0 Responsibilities:

- 5.1 **The Sponsoring Minister** supports and oversees the work done by an LUT. He/she signs the LUT's annual report allowing the LUT to retain active status.
- 5.2 **UWM's Credentialing Coordinator** maintains LUT records, ensures that LUTs are following through on submitting annual reports and obtaining CEUs, and staying current with UWM standards and policies. He/she is a UWM staff person for LUTs in the field, and provides guidance and assistance in solving problems that may occur in LUT's work in the field.
- 5.3 **UWM's Director of Member Services** oversees all aspects of credentialing and collaborates with LUTs and UWM staff in resolving concerns about LUT's work in the field.
- 5.4 **The ERS Chair** assigns a Re-Entry Team to process applications for Re-Entry.

6.0 Procedures:

- 6.1 If all requirements to retain active status are met, the LUT will continue to be considered active and eligible to serve as an LUT in a UWM member ministry.
- 6.2 Should an LUT fail to submit annual reports or keep CEUs up to date:
- 6.2.1 The Credentialing Coordinator will inform him/her of this lapse and give him/her 30 days to fulfill these requirements.
 - 6.2.2 If requirements are not met within this timeframe, he/she will be placed on inactive status and this will be noted in UWM's database.
 - 6.2.3 If the LUT requests to be placed on inactive status, Credentialing Coordinator will do so.
 - 6.2.4 To regain active status an LUT must:
 - 6.2.4.1 Actively attend church services and functions for a minimum of six months.
 - 6.2.4.2 Be involved in a volunteer capacity as designed by the minister. This may include teaching non-credit classes, but the minister has the freedom to require service in whatever capacity would be most valuable to the ministry and the individual seeking reactivation.
 - 6.2.4.3 Have continuing education units up to date.
 - 6.2.4.4 Be recommended in writing for reactivation by the senior minister of the church in which s/he has participated.
 - 6.2.4.5 Submit a written request for reactivation to the Credentialing Coordinator.
 - 6.2.4.6 The Credentialing Coordinator will send the individual a re-entry application.
 - 6.2.4.7 When completed re-entry form is received, Credentialing Coordinator will send it to ERS Judicatory Chair who will assign a re-entry team to process application.

- 6.2.4.8 The Re-Entry Team will follow current Re-Entry policy and procedures.
- 6.3 Sometimes tension arises between an LUT and his/her sponsoring minister, and UWM staff is called upon to assist in finding resolution. In these situations:
 - 6.3.1 The Credentialing Coordinator may consult or collaborate with the LUT and minister to resolve the situation, calling on the Director of Member Services if necessary.
 - 6.3.2 A Plan of Action may be developed to address concerns and resolve differences.
- 6.4 If there are concerns/allegations about an LUT's ethical behavior, the situation will be referred to the Ethics Review System, which will explore the situation based on current ERS policy and procedures.