

# Raising a Concern on the Disposition Assessment

At the appropriated times a disposition assessment is sent via email to appropriated assessors (times indicated on tracking form)

## 1. Initial Concern

Steps used in initial concern:

1. Fill out disposition assessment (Any unacceptable ratings provide commentary).
2. The person completing the report meets and discusses nature of concern with candidate
3. Candidate may submit a written response and/or begin appeal process
4. Report and candidate response are signed and submitted to the Program Coordinator and Candidate's advisor (if appropriate), who will consult the Department Chair as needed.
5. The Program Coordinator/Candidate's advisor MAY meet with candidate to discuss concern(s) or arrange plans to further monitor progress of candidate
6. Submit hard copy of documentation to Student Affairs (Renee Smith)

## 2. Continuing Concern

Steps used in continuing concern (can involve the acquisition of two subsequent disposition reports):

1. Fill out disposition assessment (Any unacceptable ratings provide commentary).
2. The person completing the report meets and discusses the nature of concern with the candidate. This meeting MAY involve the Program Coordinator/Candidate's advisor.
3. The candidate may bring an advocate (e.g., a friend, other faculty member).
4. The meeting is intended to (a) share concerns, (b) gather additional information, and (c) if appropriate, develop a plan to assist the candidate in remedying the problem.
5. Candidate may submit a written response and/or begin the appeal process.
6. A written record of this meeting, including the candidate's response, if he or she chooses to submit one, is kept with the candidate's permanent professional education records and is sent to the candidate, the Department Chair, Program Coordinator (if appropriate) and Student's Advisor and to Student Affairs to be included in the candidate's file.
7. Submit hard copy of documentation to Student Affairs (Renee Smith).
8. Consideration may be made to counsel student and examine alternative career choices.

## 3. Significant Continuing Concern

Steps used in significant continuing concern (can involve the acquisition of two or more subsequent disposition reports):

1. If a candidate fails to remedy the previously identified concerns within the specified time, the situation is brought to the attention of the Department Chair for further consideration and action.
2. The Department Chair will meet with the candidate concerning this matter.
3. The candidate may elect to be accompanied by an advocate to this meeting.
4. The Chair will recommend to the Chair and Program Coordinator specific remedial activities for the candidate such as additional course work, additional time spent working in school settings, or one or more other activities.
5. The Chair will set a probationary time period for the candidate to perform the remedial activities.
6. At the conclusion of the probationary period the Chair will evaluate the professional progress of the candidate.
7. If sufficient progress has been made, the candidate's good professional standing will be reinstated, and no further action will be taken.
8. Consideration may be made to counsel student and examine alternative career choices
9. If considered necessary, further remedial actions may be required. If appropriate the Associate Dean for Outreach and Undergraduate Studies.
10. Further considerations made through Credentials Review Board. This may include the involvement of judiciaries.

If deemed appropriate, *Advising Procedures Alternatives* can be used. (See available form)

Resolution Reached – Continue monitoring subsequent quarter

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Upon request, by faculty member or deemed appropriate, the Assistant Dean for Student Affairs or designee will be present at the dispositions meeting with the teacher

A concern can be raised by University supervisor, cooperating teacher or faculty member

If the person raising the concern is a staff member, this person should notify faculty in writing regarding concerns of candidate