

Fitness to Teach Dispositional Concerns Referral Process

Pre-Clinical Teaching

Approved 01-17-2020 Effective Beginning Fall 2020

1

PREPARATION FOR MEETING

The faculty/staff member will schedule a meeting to discuss the professional dispositional issue that is of concern with the teacher candidate.

The meeting will be scheduled to take place face-to-face. However, in extenuating circumstances, the meeting may take place virtually via video conference.

The faculty/staff member will be prepared to provide a copy of the FTT policy to the student at time of the meeting.

2

MEETING

The faculty/staff member will begin the meeting by informing the student that this is an informal level of review that it is intended to result in an action plan that will help to support the student with the dispositional concern(s).

The faculty/staff member will lead a discussion about the dispositional concerns providing supportive documents and/or other documented evidence that is/are of concern. He/she may categorize the concern(s) as low, medium, or high level of concern.

The faculty/staff member will fill out the Dispositional Concerns Referral and Growth Action Plan agreed upon by faculty/staff member and student and provide a copy to the student.

3

POST MEETING

The faculty/staff member will submit the form and relevant additional documentation to the Director of the Office of Educator Preparation and Accountability (OEPA) via email or hard copy.

The faculty/staff member will meet with the student 14 days after the initial meeting to discuss progress made on the growth plan and submit this in writing to the Director of OEPA.

If the dispositional concern(s) are severe and continue to persist, the faculty/staff member will inform the Director of OEPA, who will inform the Department Chair and provide documentation.

The Department Chair will forward the form with attached documentation to the CEP Educator Preparation Faculty Committee Chair who will schedule a meeting with the committee to review the case and make recommendations.