

**Richard W. Riley College of Education**  
**Teacher Education Professional Dispositions and Skills Criteria**  
**Procedures to Address Concerns**

- I. Information regarding dispositions will be articulated in the required orientation to the MAT program, in all classes operating with a field-based component, and in the graduate catalog.
- II. If any faculty member has concerns about a candidate's dispositions at any time, that faculty member shall counsel with the candidate. If the concerns warrant, the faculty member will complete a Teacher Education Professional Dispositions and Skills Form and send it to the Director of Student Academic Services (SAS) in 144 Withers. SAS will then forward a copy of the form to the candidate's department chairperson. The chair will send the form to the appropriate program area committee for review. SAS will maintain a database of candidates identified by faculty.
- III. Program area is defined as the NCATE area of licensure for the candidate. The program area committee should be comprised of three full-time faculty members. If the program area has less than three full-time faculty, other teacher education faculty must be invited. Non-voting ad hoc participants may be invited as deemed necessary.
- IV. The program area committee will review the Teacher Education Professional Dispositions and Skills Form and recommend a plan of action, if one is needed. The plan of action could include specific recommendations for assistance or improvement. In addition, action may include deferring admission to the program, denying admission to the program, or denying continuation in the program. In some cases, no action will be taken. Committee decisions will be forwarded to SAS for processing. The originating faculty member and candidate will receive a copy of the outcome. If the situation warrants, the director of SAS will meet with the candidate to inform him/her of the committee decision. Documentation of that conference will be forwarded to the Dean of the College of Education.
- V. Candidates who are denied further progression may follow the appropriate appeals process as described in the dispositions booklet distributed to candidates in the MAT program.