

Process for Course Dispositions

Course Dispositions		
Date	Step	✓
First week of semester	Instructors discuss expectations of candidate dispositions	
Ongoing	1. For all negative dispositions, a report will be placed in the candidate's file and in Banner by the Office of Clinical Teaching	
	2. For second negative disposition, the candidate's advisor will be notified	
	3. For third negative disposition, the Director of Teacher Education will be notified	
Last week of semester	1. Instructors fill out disposition rubrics in LiveText 2. Mentor teachers fill out a field experience dispositions report, if applicable 3. Instructors provide disposition feedback to candidates	
14th day of following semester	LiveText Coordinator generates LiveText report of missing dispositions and notifies relevant instructors and chair(s)	
21st day of following semester	LiveText Coordinator generates LiveText report of missing dispositions and notifies chair(s) and dean	
30th day of following semester	Dean holds meeting with relevant instructors about missing dispositions	
End of academic year	Chair(s) make note of missing dispositions in faculty annual evaluations	



Within one week	Advisor will meet with candidate to discuss concerns and complete Course of Action	
Within one week	Director will meet with candidate to discuss concerns and complete Course of Action OR candidate will be dismissed	
Within one week (of dismissal)	Candidate may appeal dismissal to the Dean of the Eriksson College of Education	
Within five days (of appeal)	Dean will forward appeal to the Eriksson College of Education Appeals Committee OR candidate will be dismissed	