

**EASTERN ILLINOIS UNIVERSITY
TEACHER EDUCATION DISPOSITION REFERRAL/DOCUMENTATION FORM**

Student's Last Name

First Name

Student's E#

Teaching Major(s)

Name of Person Referring:

Date:

Position Title and Relationship to Student (e.g. professor, instructor, practicum supervisor, cooperating teacher)

Check the dispositional area(s) related to your concern:

Interactions with Students

Professional Ethics and Practices

Effective Communication

Planning and Teaching for Student Learning

Sensitivity to Diversity and Equity

Other

Description of concern/incident related to Student's disposition(s)

Summary of meeting with Student

NOTE: If student refuses to meet or sign, referrer should indicate on form.

Referrer's Signature

Date

Student's Signature

Date

**Original to Associate Dean, College of Education and Professional Studies: 1420 Buzzard
Send one copy to Student's Major Department Chair**

Dispositions Referral Procedure for Teacher Education Students

Documentation- Referral Form Submitted (Monitor)

No action at this time but monitor the Student informally. Record of the concern(s) in the Student's file. The **Major Department Designee*** may review the concern again later and recommend that action be taken at that time. If additional concerns are submitted, the Designee may recommend initiation of the Referral Procedure.

Step 1: Collection of Additional Information about the Student

A request is made to faculty and staff for additional input regarding the particular Student. This input may include both concerns and commendations relative to dispositions.

After a review of the Student file and all relevant input, the Designee may recommend further action.

Step 2: Notice to Appear Before Major Department Designee

The Designee contacts the Student via his/her Eastern Illinois University Email account. The student must respond and schedule a meeting with the Designee within 14 days of the email being sent.

At the appearance with the Designee, the concerns are reviewed with the Student, and the Designee recommends further action.

The Student is expected to:

1. Develop a written Action Plan that addresses the specific concern(s) identified. The Student writes goals that effectively lead to the elimination of the specific areas of concern.
2. Present the written Action Plan to the Designee to discuss and approve the Student's goals and remediation strategies.
3. Provide the Designee with a Student Progress Summary (1-2 pages) by a designated date as determined during the appearance with the Designee. The Student must address how s/he has reconciled and/or remediated the specific concern(s) and how each concern has been eliminated.

NOTE: Failure to meet with the Major Department Designee as requested prevents the Student from taking further professional education coursework.

Step 3: Review of Evidence and Recommendation to the Dean

The Major Department Designee will review the Student Progress Summary upon completion of the action plan. The Designee will make a decision on the Student's successful completion of the process. One of the following recommendations will be made to the Dean of the College of Education and Professional studies: The Student will be: (1) allowed to continue/resume degree program progress; (2) asked to return to Step 1 or 2 and repeat the process; (3) recommended for dismissal from the Teacher Education program.

Appeal Process

The Student has the right to appeal the Major Department decision to the Dean of the College of Education and Professional Studies and COTE Appeals Committee.

***Major Department Designee** may be the Department Chair, Department Committee, or combination.