Process for Reporting and Processing Dispositional Deficiencies

An Instructor who becomes aware of Disposition Deficiency during a course follows these procedures: (Form available in the Office of Field Based Experiences, Claxton 329A)

Complete Candidate Disposition Deficiency Form (DDF), describing the troublesome behavior.

Meet with the candidate to discuss the DDF and obtain candidate signature.

Add comments to the DDF summarizing the conference and record the date.

Submit the DDF Form within three (3) working days of the conference with the candidate.

A School Mentor for a field experience, student teaching, or internship follows these procedures: (Form available in the Office of Field Based Experience, Claxton 329A)

Complete Candidate Disposition Deficiency Form (DDF), describing the troublesome behavior.

Meet with the candidate and the candidate’s University Mentor to discuss the DDF and obtain candidate signature.

Add comments to the DDF summarizing the conference and record the date.

Submit the DDF Form to the candidate’s University Mentor after the conference has ended.

A University Mentor of a field experience, student teaching, or internship experience follows these procedures:

Follow the same steps as an Instructor if a deficiency is noted by the University Supervisor.

When the deficiency is reported by a School Mentor, insure that the completed DDF Form is submitted within three (3) working days of the conference with the candidate.

The Adviser, Instructional Team Leader or Designated Faculty Member has the following responsibilities:

Level 1

Record the DDF form in a secure file not available to the candidate.

Monitor the candidate’s file to determine if more than one DDF has been filed for the student.

Level 2: Upon receipt of a SECOND DDF form for the student,

In addition to the Steps in Level 1,

Contacts the candidate within five (5) working days to schedule a conference, at which time a remediation plan may be developed if necessary at the discretion of the advisor.
Following the conference, date and summarize the conference and remediation plan (if developed) as an addition to the DDF Form.

**Level 3: Upon receipt of a THIRD DDF form for the candidate,**

The steps for Levels 1 and 2 will be followed, with the exception that a remediation plan with timelines is mandatory.

The candidate will sign a form agreeing to the remediation plan and acknowledging awareness that an additional DDF Form can be grounds for removal from the teacher preparation program.

**Level 4: Upon receipt of a FOURTH DDF form for the candidate,**

Contact the student within five (5) working days to schedule a conference, at which time the candidate’s progression in the program will be reviewed along with the written agreement signed by the candidate. At this time the candidate will be advised that a recommendation for the candidate’s removal from the teacher preparation program will be sent to the Department Head. The candidate will also be advised that he or she has the right to prepare and deliver a written response to the Department Head within fourteen (14) days for consideration along with the recommendation.

Ask the candidate to sign a statement that he or she is aware of the information being sent to the Department Head although he or she may not necessarily agree with it.

Forward copies of all documentation regarding Dispositions for the candidate (including the form indicating awareness of the process) to the Department Head along with a copy of the “Recommendation for Removal From Program” form to the Department Head within 24 hours of the meeting.

**The Department Head has the following responsibilities upon receipt of the “Recommendation for Removal From Program” (RRFP) form:**

Review information sent by the Adviser, Instructional Team Leader, or Designated Faculty Member

Read carefully any written response submitted by the candidate.

Meet with the candidate and the Adviser, Instructional Team Leader, or Designated Faculty Member within fourteen (14) days of receipt of the RRFP form to review all information and make a decision.

Direct one of the following actions be taken: continuation of the candidate in the program; removal from the program; or insufficient evidence on which to make a decision (in which case the candidate continues in the program)

**The Candidate may further appeal to the Associate Dean for Teacher Licensure within fourteen (14) days of receiving the decision from the Department Head.**

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