**University of Southern Indiana  
Teacher Education Department  
Candidate Disposition Alert Process and Procedures**

**Introduction**

The intent of the disposition alert process is to add to the assessment of students’ professionalism and dispositions to become a teacher and serves as a complement to the evaluation of students’ academic performance. USI Teacher Education believes Professional Dispositions are skills like any other that can be developed, therefore; frequent assessment and feedback, and using the alert process, if necessary, allows for early and effective intervention.

The disposition system addresses several needs, including the provision of (a) a systematic, consistent approach to assessing and supporting teacher candidates’ disposition growth throughout their preparation, (b) a method for stakeholders (i.e., USI faculty/staff and school personnel) to report and remediate teacher candidates’ misconduct, and (c) valid and reliable data for EPP CAEP accreditation. This document outlines the process and procedures for the candidate disposition alert form.

**Why and When to File an Alert**

It is encouraged to use the disposition alert form when a student’s professional performance or behavior is inappropriate or weak and does not meet the Teacher Education department’s expectations. This form should be completed when there is a concern about the student’s ability and/or dispositions to become a teacher.

Disposition alert forms should not be reserved for only egregious concerns but should be submitted at any point in which a student is asked to make improvements. These instances can range from minor issues such as a dress code violation, to more serious issues of conduct. The intent of the form is two-fold: to ensure student success in their future career and to offer adequate documentation to protect the University and department in the more serious event a student should need to be dismissed from the program.

**What Happens When an Alert is Filed?**

A candidate disposition form is initiated using the Qualtrics link located on the Teacher Education website. The faculty/staff or school personnel will complete and submit the form. The student will then receive an email alerting them that a disposition alert was submitted. The person submitting the alert will arrange a time for the student to meet with them to discuss this alert and create an improvement plan together. When the student arrives at the meeting, they should pull up that email, review the disposition, enter the improvement plan into the designated box, then electronically sign the form. When the student submits that form, a final copy of the entire disposition will be sent to the student, the person who initiated the disposition alert, as well as the chair, student advisor, and the administrative assistant for Teacher Education. The administrative assistant will print a paper copy for the student’s file. A spreadsheet will be maintained for data collection and analysis.

**Teacher Education Policy**

Except in serious situations, three alerts must be received before a student’s case will be reviewed by the department chair and assistant dean (as needed). An improvement plan will be required in all cases, but the decision to remove a student from the program will be determined in counsel with the involved parties, the chair and the assistant dean, with the assistant dean conducting the dismissal proceeding as required. Receipt of three alerts does not automatically qualify a student for dismissal.

If upon the receipt and review of a disposition alert, the chair in consultation with the assistant dean determines that the alleged dispositional issue is of a serious or egregious nature that could result in the suspension or dismissal from a course or program, the three alert policy above will not apply. In this case, further steps will be taken to meet with the parties involved in advance of a third alert.

Process Example:

Alert #1: Student conference and improvement plan with person completing disposition alert\*

Alert #2: Student conference and improvement plan with person completing disposition alert\*

Alert #3: Student conference and improvement plan with person complete disposition alert. The department chair will review current and prior alerts to determine further action, if required.

\*If any alert is deemed serious/egregious, action may be taken at that time by the department chair and/or the assistant dean.

During any/all student meetings, other parties may be asked to attend or give input. For example, if an instructor completes a disposition alert for a student for a concern in their clinical placement, the Director of Clinical Placements may be asked to offer input and/or attend.

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