Dispositions Alert System

The disposition alert system provides a method for Ball State faculty and clinical partners (teachers and school personnel) to identify and report critical concerns related to a candidate's professional dispositions. In order for any course of action to occur, a Disposition Alert Form (DAF) should be submitted to the Office of Teacher Education Services and Clinical Practice (OTES-CP) which will then take responsibility for notifying appropriate parties. The DAF should be completed when there is critical concern about the candidate's ability and/or dispositions to become a teacher. A critical concern may occur whenever a candidate displays behavior or conduct inconsistent with the requirements of the teaching profession. It is in these situations that a DAF should be filed.

In addition, if a candidate scores a zero on any rubric row of the Educator Disposition Assessment (EDA) in an EDA-required course, the faculty member completing the rubric will schedule a private conference (in person or virtual) with the candidate to discuss the correlated issues and then determine whether filing an alert is appropriate. Following the meeting, the faculty member should revisit the rubric row in question to determine if a score of zero is still appropriate. Per the policy, alerts are intended to identify and report only critical concerns related to a candidate's professional dispositions and not already addressed in the grading scheme of the course. Issues such as attendance, assignment submission, or class participation should be addressed in policies and grading in the course syllabus or outline. These issues should be handled as stated in the course syllabus or outline. If these issues also qualify as critical concerns, an alert may be filed. Please consult the EDA for specific examples of student behaviors that lead to a zero on any rubric row.

Procedure for the Disposition Alert System

1. **Reporting a Critical Concern** – To report a critical concern, a BSU faculty member or a clinical partner (e.g., teacher or principal) should submit a Disposition Alert Form (DAF) to the Office of Teacher Education Services and Clinical Practice (OTES-CP). The OTES-CP should keep the DAF in a Disposition File established for the candidate.

2. **Notifying Designated Parties** – Within 3 school days of the submission of a DAF, the OTES-CP will [1]

notify the candidate, the candidate's Program Manager , the Department Chair(s) of the candidate's major, and the Associate Dean of Teachers College. Confirmation of this notification will be sent to the person who filed the DAF. In accordance with the BSU Code of Student Rights and Responsibilities section 4.4, "School day means Monday, Tuesday, Wednesday, Thursday, or Friday. It does not include Saturday or Sunday, nor does it include any day on which there are no scheduled university classes."

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[1] **Program Manager** – Tenured or tenure-track faculty member representing the candidate's licensure area.

3. **DAF 1** – Within 5 school days of notification, the Program Manager will convene a meeting with the candidate. Prior to the meeting, the candidate may request one additional advocate from Ball State to be notified and present at the meeting, including an employee from the Disability Services Office, the Office of Inclusive Excellence, or otherwise requested.

The purpose of the meeting is to address and discuss the alleged dispositional issue(s) that resulted in the DAF. The candidate will have an opportunity to respond and provide any information or documentation that supports their case. If after consulting with the candidate, the Program Manager determines that a dispositional issue does exist, they will prepare a Disposition Support Plan describing a course of action that the candidate agrees to follow. The Disposition Support Plan may include the requirement of a follow-up meeting with the Program Manager to review the candidate's progress. The document will be signed by the candidate. The candidate's signature will indicate acknowledgement of the Program Manager's decision; it will not necessarily indicate that the candidate agrees with the decision. Within 5 school days of the meeting, the Program Manager will submit the Disposition Support Plan to the OTES-CP where it will be added to the candidate's Disposition File.

If the Program Manager determines that a dispositional issue does not exist, the Program Manager will submit a Follow-Up Report to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

4. **DAF 2** – Within 7 school days of notification, the Program Manager will convene a meeting with the candidate and the Candidate Disposition Review Committee (CDRC), which includes the Program Manager, the Department Chair of the candidate's major, and the Associate Dean of Teachers College. Prior to the meeting, the candidate may request one additional advocate from Ball State to be notified and present at the meeting, including an employee from the Disability Services Office, the Office of Inclusive Excellence, or otherwise requested.

   The purpose of the meeting is to address and discuss the alleged dispositional issue(s) that resulted in the DAF. The candidate will have an opportunity to respond and provide any information or documentation that supports their case. If after consulting with the candidate, the CDRC determines that a dispositional issue exists, the CDRC will determine a course of action and prepare a Disposition Support Plan. The Disposition Support Plan may include the requirement of a follow-up meeting with the Program Manager and/or the CDRC to review the candidate's progress. The document will be signed by the candidate and by all members of the CDRC. The candidate's signature will indicate acknowledgement of the CDRC's decision; it will not necessarily indicate that the candidate agrees with the decision. Within 5 school days of the meeting, the Program Manager will submit the Disposition Support Plan to the OTES-CP where it will be added to the candidate's Disposition File.

   If the CDRC determines that a dispositional issue does not exist, the Program Manager will submit a Follow-Up Report to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

5. **DAF 3 and subsequent DAFs** – Within 7 school days of notification, the Program Manager will convene a meeting with the candidate and the Candidate Disposition Review Committee (CDRC), which includes the Program Manager, the Department Chair of the candidate's major, and the Associate Dean of Teachers College. Prior to the meeting, the candidate may request one additional advocate from Ball State to be notified and present at the meeting, including an employee from the Disability Services Office, the Office of Inclusive Excellence, or otherwise requested.

The purpose of the meeting is to address and discuss the alleged dispositional issue(s) that resulted in the DAF. The candidate will have an opportunity to respond and provide any information or documentation that supports their case. If after consulting with the candidate, the CDRC determines that a dispositional issue exists, the CDRC will make one of the following determinations: (1) conditional permission to continue in the teacher education program, or (2) dismissal or suspension from the program, as warranted. If the CDRC determines that a dispositional issue does not exist, the Program Manager will submit a Follow-Up Report to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

If following a finding of a dispositional issue, the CDRC decides to allow the candidate to continue in the teacher education program, the CDRC will determine a course of action and prepare a Disposition Support Plan. The document will be signed by the candidate and by all members of the CDRC. The candidate's signature will indicate acknowledgement of the CDRC's decision; it will not necessarily indicate that the candidate agrees with the decision. Within 5 school days of the meeting, the Program Manager will submit the Disposition Support Plan to the OTES-CP where it will be added to the candidate's Disposition File.

If, following the finding of a dispositional issue, the CDRC determines dismissal or suspension from the program is appropriate, the Program Manager will notify the student, who will no longer be considered a teacher education candidate. The student will cease attending all professional education courses and field experiences, and they will work with an advisor to plan an alternative program of study.

If, following the finding of a dispositional issue, a student is removed from a professional education course, the student will either officially withdraw from the course or receive a commensurate grade for not completing the course expectations, unless alternative arrangements are made with the Associate Dean of Teachers College and the Department Chair

6. **Serious or Egregious DAF**. If upon the receipt and review of any DAF, the Program Manager in consultation with the Associate Dean of Teachers College determines that the alleged dispositional issue is of a serious or egregious nature that could result in suspension or dismissal from a course or program, the progressive steps outlined above will not apply. In such matters the DAF will be processed in accordance with the procedure as outlined in Paragraph 5, above. Examples of serious or egregious behavior or conduct include, but are not limited to: any conduct that would necessitate a licensure revocation or non-renewal under IC 20-28-5-8, illegal or unethical conduct involving minor children, conduct that would be grounds for dismissal from a teaching position, mishandling of private and confidential student information, and serious violations of the Ball State University Code of Student Rights and Responsibilities.

7. **Appeal**. A student will have the right to appeal a determination leading to dismissal or suspension from the teacher education program, or the sanction of dismissal or suspension. A student who wishes to do so must send, to the Dean of Teachers College, a request of reconsideration of the determination or the sanction, along with a rationale for reconsideration. The request should be in writing (email preferred) and sent within 5 school days of the written notification of the CDRC decision. The Dean or a designee will meet with the student within 5 school days of the appeal. Within 5 school days of the meeting, the Dean will send a written

notification with a decision to the candidate and the CDRC. The decision of the Dean of Teachers College will be final.

8. Nothing in this policy shall relieve any individual from any legal obligation to report to Child Protective Services any suspected child abuse or neglect.

Appendix B: Forms Associated with the Alert System

Disposition Alert Form (DAF)

Student Name: **Date**:
Submitted By: **Telephone Number**: **Email**:

Reason(s) for Filing the Alert (please use additional space as needed)**:**

The disposition alert system provides a method for Ball State faculty and clinical partners (teachers and school personnel) to identify and report **critical concerns** related to a candidate's professional dispositions. In order for any course of action to occur, a Disposition Alert Form (DAF) should be submitted to the Office of Teacher Education Services and Clinical Practice (OTES-CP), which will then take responsibility for notifying appropriate parties. The DAF should be completed when there is critical concern about the candidate's ability and/or dispositions to become a teacher. A critical concern may occur whenever a candidate displays behavior or conduct inconsistent with the requirements of the teaching profession. It is in these situations that a DAF should be filed.

Disposition Support Plan for DAF 1

If after consulting with the candidate, the Program Manager determines that a dispositional issue **does** exist, they will complete this form describing a course of action that the candidate agrees to follow. The Disposition Support Plan may include the requirement of a follow-up meeting with the Program Manager to review the candidate's progress. The document will be signed by the candidate. The candidate's signature will indicate acknowledgement of the Program Manager's decision; it will not necessarily indicate that the candidate agrees with the decision. **Within 5 school days** of the meeting, the Program Manager will submit the **Disposition Support Plan** to the OTES-CP where it will be added to the candidate's Disposition File.

Teacher Candidate Name:
Program Manager:
Recommended Course of Action (please use additional space as needed)**:**

_____

Student's Signature Date Program Manager Date Student Advocate, if relevant Date

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Follow-Up Report for DAF 1

If after consulting with the candidate, the Program Manager determines that a dispositional issue does **not** exist, the Program Manager will submit this form to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

Teacher Candidate Name: **Program Manage**r:

Rationale for Determination that a Dispositional Issue Does Not Exist: (please use additional space as needed)**:**

Student's Signature Date Program Manager Date Student Advocate, if relevant Date

Disposition Support Plan following DAF 2 or Subsequent DAFs

If after consulting with the candidate, the **Candidate Disposition Review Committee (CDRC) –** the Program Manager, the Department Chair of the candidate's major, and the Associate Dean of Teachers College – determines that a dispositional issue exists, the CDRC will determine a course of action and prepare a **Disposition Support Plan**. The Disposition Support Plan may include the requirement of a follow-up meeting with the Program Manager and/or the CDRC to review the candidate's progress. The document will be signed by the candidate and by all members of the CDRC. The candidate's signature will indicate acknowledgement of the CDRC's decision; it will not necessarily indicate that the candidate agrees with the decision. **Within 5 school days** of the meeting, the Program Manager will submit the **Disposition Support Plan** to the OTES-CP where it will be added to the candidate's Disposition File.

Teacher Candidate Name:
Program Manager:
Department Chair:
Teachers College Associate Dean:
Recommended Course of Action (please use additional space as needed)**:**

Student's Signature Date Program Manager Date

Department Chair Date Teachers College Associate Dean Date

Student Advocate, if relevant Date

Follow-Up Report for DAF 2 and Subsequent DAFs

If after consulting with the candidate, the **Candidate Disposition Review Committee (CDRC) –** the Program Manager, the Department Chair of the candidate's major, and the Associate Dean of Teachers College – determines that a dispositional issue does **not** exist, the Program Manager will submit this

form to the OTES-CP. The DAF and the follow-up report will be maintained in OTES-CP, but they will not be kept in the candidate's Disposition File.

Teacher Candidate Name:

Program Manager:

Department Chair:

Teachers College Associate Dean:

Rationale for Determination that a Dispositional Issue Does Not Exist: (please use additional space as needed):

Student's Signature Date Program Manager Date

Department Chair Date Teachers College Associate Dean Date

Student Advocate, if relevant Date Approved by PEC 2/26/2020