

Pacific University College of Education
Unsatisfactory Candidate Disposition Procedure and Action Plan

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When a faculty member or supervisor becomes aware of a problem or issue related the Dispositions, the following procedures apply. Please document each stage in the procedure. This document will serve as the final record of actions taken, once the process is complete.

Candidate notified and initial meeting scheduled	Date notified:	Self-assessment form sent to candidate	Date form sent:
INITIAL MEETING WITH FACULTY MEMBER	Date:	Present:	
Meeting Content:			
Review disposition concerns, problem solve, set specific goals, and construct plan for improvement			
Faculty Assessment of Dispositions Reviewed →	Feedback from candidate:		
Candidate Self-Assessment Reviewed →	Feedback from faculty:		
<u>Planning notes:</u>			
Determine timeline for achievement of goals or accomplishment of specific tasks.	<u>Goal or task:</u>	<u>Complete by:</u>	<u>Completed:</u>
FOLLOW-UP MEETING WITH FACULTY MEMBER	Date:	Present:	
Meeting Content:			
Review of progress and achievement of goals related to specific disposition concerns.			
<u>Discussion notes:</u>			
ACTION PLAN			
SELECT:	ACTION REQUIRED:	DOCUMENTATION:	
<input type="checkbox"/> Candidate has met improvement goals	Faculty Notifies candidate in writing; candidate continues with coursework and program.	This report placed in Candidate's file for duration of program; ?removed at completion?	
<input type="checkbox"/> Further work is needed to improve dispositions	Faculty notifies candidate in writing and schedules meeting, to include Dean of the College of Education, to revisit dispositions, review and discuss options.	See following page of report.	
<input type="checkbox"/> Dismissal from the program is recommended.	Notification of Administrative Dismissal in writing from the faculty member will be sent to the candidate, the Dean of the College of Education, and the Pacific University Dean of Students.	This report and letter of Administrative Dismissal placed in candidate's permanent file.	

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MEETING with COLLEGE OF EDUCATION DEAN		Date:	Present:	
Meeting Content:				
Review of disposition concerns and discussion of options, including dismissal from program and University.				
<u>Discussion notes:</u>				
ACTION PLAN				
SELECT:	ACTION REQUIRED:		DOCUMENTATION:	
<input type="checkbox"/> Determine timeline for achievement of goals or accomplishment of specific tasks.	<u>Document Specific Goals or Tasks Required:</u>		<u>Complete by:</u>	<u>Completed:</u>
<input type="checkbox"/> Dismissal from the program is recommended.	Notification of Administrative Dismissal in writing from the faculty member will be sent to the candidate, the Dean of the College of Education, and the Pacific University Dean of Students.		This report and letter of Administrative Dismissal placed in candidate's permanent file.	
FOLLOW-UP MEETING with COLLEGE OF EDUCATION DEAN		Date:	Present:	
Meeting Content:				
Final review of disposition concerns and discussion of options, including dismissal from program and University.				
<u>Discussion notes:</u>				
ACTION PLAN				
SELECT:	ACTION REQUIRED:		DOCUMENTATION:	
<input type="checkbox"/> Candidate has met improvement goals	Faculty notifies candidate in writing; candidate continues with coursework and program.		This report placed in Candidate's file for duration of program; ?removed at completion?	
<input type="checkbox"/> Dismissal from the program is recommended.	Notification of Administrative Dismissal in writing from the faculty member will be sent to the candidate, the Dean of the College of Education, and the Pacific University Dean of Students.		This report and letter of Administrative Dismissal placed in candidate's permanent file.	