

**William Paterson University**  
**College of Education**

Disposition Assessment Process  
Initial Programs

- 1) Initial teacher education candidates receive copies of WPU COE expected professional dispositions with their acceptance letter.
- 2) A dispositions self-assessment is **completed by candidates** in the introductory education course (Anth 202, CIED 203, CIED 204, SPC 255, CIEE 511, CISE 505, SPC 555) for each program. The self-assessment will not be collected. Instructors will review the expected professional dispositions.
- 3) A dispositions assessment for each candidate is **completed by instructors** in all introductory courses (CIED 203, CIED 204, SPC 255, CMAT 511, CISE 505, SPC 555), as well as in designated courses in a subsequent semester(s). The courses are to be designated by each program.
- 4) Dispositions for all candidates are assessed as part of the practicum and student teaching/internship evaluation. (Competencies # 7, 8, 9, 10, 11, and 18).
- 5) In the case where a candidate scores **Unacceptable** in any disposition on a **course** evaluation, the instructor must send the form to the department chair. In the case where a candidate receives an **Unacceptable** in any disposition during **practicum or student teaching**, the Office of Field Experiences (OFE) will forward the form to the department chair. The assessment must be discussed with the candidate by the instructor or supervisor.
- 6) Early Alert forms may be completed by any faculty member or administrator at the university and by school district personnel at any time. The form must be discussed with the student and then forwarded to the department chair.
- 7) The department chair and/or faculty committee meet with the candidate regarding the Unacceptable professional disposition rating(s). The faculty will assist the candidate in developing a plan to address the concerns and use **the Conference Documentation** form to record the results of the meeting.
- 8) In egregious circumstances the Department will send the unacceptable rating(s) to the COE Retention Advisory Committee along with their written recommendations. The Retention Advisory Committee will then review and make a recommendation to the Dean(s) about possible dismissal of the candidate from the education major or other actions as appropriate.

- 9) One copy of all professional disposition forms submitted to departments should be kept in an internal departmental file. A copy should also be sent to the COE Retention Advisory Committee.

November 11, 2009