PDAP Process: Addressing Professional Dispositions/Academic Performance Concerns

Overview and Purpose

Our goal as teacher educators is to ensure that teacher candidates who graduate from the Elon University Teacher Education Program are excellent beginning teachers who demonstrate the knowledge, skills, and dispositions outlined in the *Conceptual Framework, Active Leadership in a Global Community*. While serious concerns about performance do not occur often, when a concern does exist, it is best for the student and program to address it honestly and directly. The Professional Dispositions/Academic Performance (PDAP) process has been created for this purpose.

- The PDAP process documents the interventions required for teacher candidates (or applicants) who demonstrate inadequate performance in areas related to professional dispositions and/or who demonstrate patterns of inadequate academic performance in courses.
- Information provided during this process is designed to be of value to the candidate in planning for growth and to the program faculty in facilitating growth.
- The information may have important implications in decisions regarding Admission to Teacher Education, Continuance in the program, Admission to Student Teaching, and recommendation for licensure.

Process

A **communication of concern** will be completed by the Director of Teacher Education whenever there are consistent reports concerning a teacher candidate’s dispositions and/or when academic concerns may limit that candidate’s ability to successfully complete the teacher education program or perform as a professional educator. When necessary, the PDAP process will be used to create and implement a plan for success.

*Admission to the Teacher Education Program*

If concerns are communicated during the process of applying to the Teacher Education Program, and/or during pre-requisite coursework, the following procedure is followed:

1. The applicant/student is sent an email or letter describing the areas of concern and indicating that an interview is necessary with the program screening committee (which may include the Director of Teacher Education, Education Department Chair and/or Program Coordinator, the candidate’s academic advisor, and relevant faculty).
2. The program screening committee interviews the applicant, reviews all available evidence, and makes one of the following recommendations:
   - **Admit to the program** (no conditions)
   - **Provisional Admission** (contract with specifications or self-developed plan for improvement and a probationary path to student teaching)
   - **Deny admission**
3. Applicants may appeal the decision of Provisional Admission or denial of admission to the full Teacher Education Committee. The decision of the Teacher Education Committee is final.
Continuance in the Teacher Education Program

If concerns arise after full admission to the Teacher Education Program, the following procedure will be followed:

1. The teacher candidate is sent an email or letter describing the areas of concern and indicating that an interview is necessary with a program screening committee (which may include the Director of Teacher Education, Education Department Chair and/or Program Coordinator, the candidate’s academic advisor, and relevant faculty).
2. The program screening committee interviews the applicant, reviews all available evidence, and makes one of the following recommendations:
   - **Continuance in the program** (no conditions)
   - **Probationary status** (contract with specifications or self-developed plan for improvement and a probationary path to student teaching)
   - **Dismissal from the program**
3. The candidate may appeal the decision of Probationary status or Dismissal to the full Teacher Education Committee. The decision of the Teacher Education Committee is final.

Program Continuance Contract

When necessary a **Program Continuance Contract** will be drafted

- The contract will consist of specific objectives, actions, procedures for assessing progress, and a timeline for contract completion.
- The program screening committee assumes responsibility for writing and monitoring the contract. Copies of the contract will be sent to the teacher candidate and placed in the candidate’s file.
- **Successful completion of the contract** will result in the teacher candidate being allowed to continue in the program. Documentation of fulfillment of the contract will be sent by the program screening committee to all persons involved in the program continuance decision. A copy will be placed in the candidate’s file.
- **Unsuccessful completion of the contract** may result in (a) continuance of provisional/probationary status with an updated contract, or (b) dismissal from the program. This recommendation is made by the program screening committee.
- Candidates may appeal the decision of Provisional/Probationary Continuation or Dismissal from the program to the full Teacher Education Committee. The decision of the Teacher Education Committee is final.
- All communication will be kept on file in the Dean’s office.

Successful resolution of all contract objectives is required to receive approval for admission to the program, continuance in the program, application for student teaching, or recommendation for licensure.