

# **Policies and Procedures for the Academic and Dispositions Concerns Review Board**

SUNY Fredonia Professional Education Unit

**Authority:** The Academic and Dispositions Concerns Review Board (ADCRB) is a standing committee of the Professional Education Council.

**Charge:** The ADCRB will:

1. Help program coordinators monitor candidate academic performance and dispositions and help to ensure that program coordinators are aware of candidates who are performing either below standard or above standard.
2. Facilitate the assessment of candidate dispositions at the unit level by the Unit Assessment Committee of the Professional Education Council.
3. Act as a review board when a candidate's violations of professional standards are serious enough that the imposition of a penalty or sanction (and, possibly, expulsion from the program) is being considered.

**Composition:** The ADCRB is appointed by the Dean of the College of Education, as the Unit Head, in consultation with the Program Coordinators. The membership shall be representative of the unit and shall include, but is not limited to:

1. A faculty representative from Childhood or Early Childhood Education;
2. A faculty representative from an adolescence education (or middle childhood education) program;
3. A faculty representative from a graduate program in the unit;
4. An undergraduate student from the unit;
5. A graduate student from the unit.

The dean will also name the chair (or co-chairs) of the ADCRB.

**Standards:** The unit uses a set of professional dispositions that are adapted from the standards of the Interstate Teacher Assessment and Support Consortium (InTASC). Individual programs within the unit may have additional expectations, or standards amplifying those from InTASC. Each professional program also has specific academic standards for performance.

**Academic and Dispositions Concerns Report:** The PEC has mandated that the professional dispositions of all candidates will be assessed in: (1) EDU 105/106 (or equivalent) by the instructor; (2) EDU 349 by the instructor; (3) student teaching, by both the faculty supervisor and the cooperating teacher; and (4) in two designated courses in each graduate program (one early and one at exit) by each course instructor. Moreover, each program has identified academic performance expectations, which are outlined in each programs' Transition Point Grids.

Faculty within the unit may submit an Instructor-Initiated Academic and Dispositions Concerns Report (ADCR). Instructors are encouraged to submit ADCRs whenever candidates fall short of meeting professional expectations in academics or professional dispositions. Examples:

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1. Disposition Concern: Contributes to a positive climate in the university classroom ....  
*Indicators:* Participates actively in class discussion and assignments; works effectively with others; ...  
*Academic and Dispositions Concerns Report:* Candidate frequently misses class and has failed to hand in several assignments. Team members report that the candidate has missed scheduled meetings and has failed to contribute her fair share to the team project.
2. Academic Concern: Childhood Education Program Transition Point 1: Must earn a grade of C or better in EDU 105.  
*Academic and Dispositions Concerns Report:* Evidence currently exists that with the time remaining this semester, the candidate will not be able to earn a grade of C

**Levels of Concern and Intervention:** In the case of an ADCR, there are four levels of concern, with Level 0 being an “initial warning” and Level 3 being the most serious.

*Level 0:* The candidate, program coordinator, Chair of the ADCRB, and the Dean of the College of Education will receive notification of an ADCR at Level 0. In this case, this notification is intended to serve as an “initial warning” with the hope that the candidate will improve his or her level of performance before the perceived deficiencies escalate to a more serious level of concern.

*Level 1:* The candidate, program coordinator, department chair, Chair of the ADCRB, and the Dean of the College of Education will receive notification of an ADCR at Level 1. In the case of an ADCR at this level, the candidate will be encouraged to discuss the concern with the instructor and program coordinator. Beyond this, no further remediation will be imposed, and there is no appeal process at this level. Rather, if no further academic or dispositional issues arise, a Level 1 concern will not negatively impact the candidate’s record.

*Level 2:* More serious violations of professional expectations will be cause for an ADCR at Level 2 to be filed. For example, unprofessional conduct by a candidate in the schools or other practicum settings may result in an ADCR at Level 2. Also, repeat offenses at Level 1 could result in a Level 2 ADCR being filed.

A Level 2 ADCR will be reported to the candidate, the program coordinator, the department chair, the Dean of the College of Education, and the Chair of the ADCRB. The Chair of the ADCRB will hold a meeting, typically to include the dean and the program coordinator and/or department chair, to review the facts of the case and determine any penalty and/or remediation to be imposed.

The Chair of the ADCRB will communicate the decisions resulting from the meeting to the candidate in writing. The candidate will then have the option of accepting these decisions or appealing to the full ADCRB. Repeat offenses at Level 2 could result in a Level 3 ADCR being filed.

*Note: Any violation of university policy (e.g., violations of the university’s Alcohol and Drug Policy – see page 232 in the 2007 – 2009 Undergraduate Catalog) by a candidate for which a sanction is imposed will be reported to the Dean of the College of Education, who will then determine whether a ADCR should be filed and at what level.*

*Level 3:* At Level 3, a candidate’s academic or dispositional problems are so severe that expulsion from the Professional Education Unit is being considered. At this level, a hearing will be held before the full ADCRB, following the model of hearings before the University Judicial Board – refer to page 234 in the 2007 – 2009 Undergraduate Catalog. At this Level, the ADCR must be accompanied by an Academic and Dispositions Concerns *Referral* with supporting documentation for sending this concern to the ADCRB for a hearing. The ADCRB will make a recommendation to the Dean of the College of

Education, who will have the final decision regarding the candidate.

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## **Sequence in Filing an Academic and Dispositions Concerns Report:**

### *Faculty Role:*

When a candidate's academic performance or professional dispositions prompts a faculty member to have concerns, the faculty member is to complete the on-line Academic and Dispositions Concerns Report. On this report, the faculty member will identify the candidate, and herself/himself, indicate any academic concerns, provide an evaluation of the candidate's professional dispositions, and indicate the perceived level of concern.

### *ADCRB Chair Role:*

Upon receipt of the report, the ADCRB Chair will determine the actual level of concern (consulting members of the ADCRB, the Dean of the College of Education, or other relevant parties as needed).

Once the level of concern is determined, the ADCRB Chair will initiate the communication trail by forwarding the report with the verified level of concern to the College of Education Dean's Office designee for handling Academic and Dispositions Concerns Reports via email.

For a level 2 concern, the ADCRB Chair will initiate the necessary meeting to determine actions to be taken regarding the candidate. When actions are determined, the ADCRB Chair notifies the candidate in writing of the decisions and explains that the candidate has the option of accepting or appealing the decision. In the letter, the ADCRB Chair will outline the appeal process indicating that the candidate has 10 working days from the date of the letter to appeal in writing to the ADCRB Chair and request a hearing by the full ADCRB.

For a level 3 concern, the ADCRB Chair will request an Academic and Dispositions Concerns *Referral*. This Referral form is a "cover sheet" for supporting documentation for the need to send this concern to the full board for a hearing. Upon receipt of this referral, the ADCRB Chair will initiate a formal hearing (*see the ADCRB Hearing Procedures*).

### *College of Education, Dean's Designee Role:*

Upon receipt of the email from the ADCRB Chair, the Dean's designee will notify the candidate and others according to protocols (*see ADCRB Report Form Receipt Protocol*).