

**The University of Texas at Arlington  
College of Education Educator Preparation Program (EPP)**

**Professional Dispositions Policy**

The UTA Educator Preparation Program (EPP) focuses on preparing educators who demonstrate the requisite skills, knowledge, and dispositions expected of a professional in fostering student-centered learning environments. Dispositions are a critical component of educator preparation. According to the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards, dispositions are “the habits of professional action and moral commitments that underlie an educator's performance.” This policy is designed to address the assessment of candidates’ dispositions as reflected in their performance in coursework, field experiences, and other related experiences and to outline the UTA EPP’s process for addressing situations when a candidate’s performance fails to meet dispositional standards.

**Texas Educators’ Code of Ethics and UTA Educator Dispositions**

The UTA EPP requires candidates to follow all standards as listed in the [Texas Educators’ Code of Ethics](#) as well as the dispositions developed by the UTA EPP, listed below:

1. The candidate adheres to established classroom, program, department/division, college, university, school, neighborhood, and state policies, including the Texas Educators’ Code of Ethics.
2. The candidate communicates effectively with students, peers, teachers, university personnel and others.
3. The candidate collaborates effectively with students, peers, teachers, university personnel, and others.
4. The candidate demonstrates a professional appearance and demeanor.
5. The candidate demonstrates cultural competence in interactions and communications.
6. The candidate takes responsibility for their own learning and that of their students.
7. The candidate is committed to using feedback, data, and other sources of evidence to improve their performance.

**Dissemination of Dispositions Policy**

The Dispositions Policy is posted on the College of Education (COED) website. As part of the UTA EPP application process, each candidate will submit a signed commitment attestation acknowledging awareness and understanding of the Texas Educators’ Code of Ethics and the UTA EPP’s Professional Dispositions Policy. Over their preparation program, candidates will be evaluated to ensure they are upholding the standards in the dispositions policy.

## Disposition Assessment Form

A candidate's professional dispositions may be assessed in coursework, during any clinical field experience, and in other instructional settings associated with educator preparation. The Disposition Assessment Form is used when concerns regarding a candidate's professional dispositions arise. At any time during a candidate's program, including but not limited to coursework and field experiences, a faculty or staff member may complete and submit a Disposition Assessment Form for any student/candidate who does not follow the Texas Educators' Code of Ethics, Texas Education Standards, and UTA Educator Dispositions.

For dispositional violations that are brought to the attention of the Office of Student Services or the Field Office by other community members (e.g., cooperating teacher, school, or district personnel, etc.), the Director of Student Services will file the Disposition Assessment Form according to the policies and procedures listed below.

### Procedure for Addressing Violations of Dispositional Standards

- Step 1: The faculty or staff member reporting the violation completes the online Disposition Assessment Intake Form.
- Step 2: The Office of Student Services in the College of Education confirms receipt of the Disposition Assessment Intake Form and provides instructions for the faculty or staff member based on the level of the violation (see below).
  - **Level 1: First Violation of Dispositional Standards:** The Student Services staff member emails the faculty or staff member who submitted the form. The faculty or staff member contacts the candidate and schedules a meeting to review the violation of dispositional standards within 10 business days. Other stakeholders (e.g., program coordinator, Director of Student Services, department chair) may be invited to join the meeting at the request of the faculty or staff member filing the form.
  - **Level 2: Second Violation of Dispositional Standards:** The Student Services staff member emails the faculty or staff member who submitted the form, the program coordinator, and department chair. The program coordinator is responsible for contacting the candidate and scheduling a meeting within 10 business days after receiving notification of the violation. The candidate, faculty or staff member reporting the violation, program coordinator, and any other relevant stakeholders should attend the meeting. During the meeting, an Action Plan will be developed for the candidate. The program coordinator is responsible for submitting the Action Plan to [coedadvising@uta.edu](mailto:coedadvising@uta.edu) so that it can be included in the Disposition Assessment Form to be signed by the candidate and faculty or staff member.
  - **Level 3: Third Violation of Dispositional Standards or Egregious Violation of Dispositional Standards:** Please see processes below.

- Step 3: The Disposition Assessment Form is prepared in Adobe Sign and first routed to the faculty or staff member for a signature. After the faculty or staff member has signed the form, it is routed to the candidate for a signature. Once signed by both parties, the form is filed in the College of Education Dispositions repository in Teams and OneDrive.

### **Procedure for Addressing Level 3 Violations of Dispositional Standards**

#### ***Level 3: Third Violation of Dispositional Standards***

- Step 1: The faculty or staff member reporting the violation completes the online Disposition Assessment Intake Form.
- Step 2: The Office of Student Services confirms receipt of the Disposition Assessment Intake Form and notifies the program coordinator, department chair, Director of Student Services, Associate Dean for Academic Affairs, and the Dean of the College of Education that there has been a third violation of dispositional standards.
- Step 3: Within 5 business days after receiving notification of a third violation, the Associate Dean for Academic Affairs shall notify the candidate and convene an ad hoc Special Cases Committee comprised of at least three faculty members. Committee members will be provided with documentation, including but not limited to, the three Disposition Assessment Forms and the Action Plan. The candidate will be asked to provide any additional information regarding the Disposition Assessment Forms in writing to the Special Cases Committee.
- Step 4: Within 10 business days after being convened, the Special Cases Committee will meet to review the documentation provided. The candidate will be given the opportunity to address the committee at this meeting.
- Step 5: Within 5 business days, the Special Cases Committee shall recommend to the Dean of the College of Education to either: (1) allow candidate to continue in the EPP or (2) remove candidate from the EPP. If the Special Cases Committee determines not enough evidence was provided to make a decision, the candidate may continue in the program.
- Step 6: Within 10 business days of receiving the recommendation from the Special Cases Committee (additional time may be allotted for extenuating circumstances), the Dean of the College of Education shall make a decision on the case and notify all parties involved including the candidate, academic advisor, department chair, program coordinator, the Office of Educational Field Experiences, and the College of Education Certification Office. The decision of the Dean of the College of Education is final.

#### ***Level 3: Egregious Violations of Dispositional Standards***

A candidate may be subject to expedited dismissal proceedings for an egregious violation of the COED Dispositions Policy (see process below). Examples of possible egregious violations include, but are not limited to: engaging in illegal or unethical conduct involving minor children or conduct that would be grounds for dismissal from a teaching position, mishandling of private and confidential information, behavior deemed unacceptable for working with students in an educational setting, failure to improve or implement feedback from a prior violation of dispositional standards, and serious violations of the University of Texas at Arlington Honor Code or Code of Conduct, or the Texas Educators' Code of Ethics.

- Step 1: The faculty or staff member reporting the violation completes the online Disposition Assessment Intake Form.
- Step 2: The Office of Student Services confirms receipt of the Disposition Assessment Intake Form. After consulting with relevant stakeholders, including the program coordinator, department chair, Associate Dean of Academic Affairs, or Director of Student Services, as appropriate, the Office of Student Services contacts the Dean of the College of Education with a request expedited dismissal proceedings due to a potential egregious violation of dispositional standards.
- Step 3: The Dean of the College of Education reviews the information provided on the Disposition Assessment Form. If the Dean of the College of Education determines that expedited dismissal proceedings due to a potential egregious violation of dispositional standards is warranted, then he/she will notify the Associate Dean for Academic Affairs. For violations of dispositional standards that require immediate action, the Dean of the College of Education will notify the candidate of any interim disciplinary measures necessary prior to a final decision.
- Step 4: The Associate Dean for Academic Affairs shall notify the candidate, program coordinator, department chair, and Director of Student Services, that there has been an initial determination of an egregious violation of dispositional standards. Within 5 business days, the Associate Dean for Academic Affairs will convene an ad hoc Special Cases Committee comprised of at least three faculty members. Committee members will be provided with documentation, including the Disposition Assessment Form. The candidate will be asked to provide any additional information in writing to the Special Cases Committee.
- Step 5: Within 10 business days after the committee has been convened, the Special Cases Committee will meet to review the documentation provided. The candidate will be given the opportunity to address the committee at this meeting.
- Step 6: Within 5 business days after the committee's meeting, the Special Cases Committee will recommend to the Dean of the College of Education to either: (1) allow the candidate to continue in the EPP, or (2) remove the candidate from the EPP. If the committee determines there is not enough evidence to make a decision, the candidate may continue in the program.
- Step 7: Within 10 business days of receiving the recommendation from the Special Cases Committee (additional time may be allotted for extenuating circumstances), the Dean of the College of Education shall make a decision on the case and notify

all parties involved including the candidate, academic advisor, department chair, program coordinator, the Office of Educational Field Experiences, and the College of Education Certification Office. The decision of the Dean of the College of Education is final.