

Arkansas State University
Department of Educational Leadership, Curriculum, and Special Education
(ELCSE)
Process for Evaluation of Candidate Professional Dispositions (PECPD)

Candidates for Masters Degrees and Specialist Degree in the ELCSE are participating in programs that may place them in positions of authority. As a potential institutional leader, each ELCSE graduate candidate is expected to exhibit during the completion of the preparation program the following professional dispositions:

1. Demonstrates flexibility and openness to adjustment and revision based on needs and changing circumstances.
 2. Works well with other professionals and/or students, especially to improve the overall learning.
 3. Establishes a positive working climate and recognizes the importance of peer relationships in establishing a climate of learning.
 4. Respects the privacy and confidentiality of information.
 5. Exhibits behaviors that indicate a commitment to reflection, assessment, and learning as on-going processes.
 6. Treats all fairly and equally, while respecting individual differences and experiences.
 7. Adapts to responses, ideas, and needs in order to facilitate the development of critical thinking, independent problem solving, and performance capabilities.
 8. Listens thoughtfully and responsively.
 9. Exhibits behaviors that indicate a commitment to utilize technology effectively.
 10. Demonstrates an eagerness to learn and approaches coursework responsibly and positively.
 11. Adheres to Netiquette Guidelines.
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Netiquette Guidelines

Certain limitations exist in all communication media. Remember that hostile learning environments can be created on line as well as in the classroom. A common concern often expressed about the online learning environment is interpreting the intended tone of voice between correspondents. Although online communication does lack the expression and emotion present in face-to-face communication, it does provide you with the luxury of time to collect and compose your thoughts prior to communicating information. Because the free exchange of ideas is crucial to the learning environment, you are expected to treat others online as you would like to be treated, to be slow to take offense, and to be quick to forgive.

An online learning environment needs structure for effective communication to occur. Below is a list of guidelines for effective online communication:

1. Stay engaged and on task with relevant messages. Your insights and experiences are welcomed and encouraged. Remember that you want to stay focused on relevant topics of discussion to enhance your learning experience.
2. Reference your messages. When appropriate, you need to reference your course material or other sources to support your assertions or comments. Facts and statistics communicated in your message require a supporting reference.
3. Communicate using a respectful, professional tone. Your instructors and colleagues bring different experiences and belief systems to the classroom. At times, you may disagree with an instructor, academic assistant, or colleague; but you should do so in a respectful professional manner conducive to participating in a collaborative learning environment. Using sarcasm to belittle your instructor's, academic assistant's, or colleagues' ideas or ranting against an instructor's or colleague's post is not the way to encourage exchange of diverse opinions and nurture a positive learning experience.
4. As always, derogatory comments toward instructors, academic assistants, and/or other colleagues regarding their, race, gender, religion, age, or other protected status will not be tolerated.
5. Disagreements regarding an instructor's or academic assistant's presentation of course material or grading should be addressed in a professional manner. If a disagreement cannot be resolved between the student and the instructor, the student and/or the professor should contact the department chair. All parties involved should treat one another courteously in striving to resolve the issue.

6. Netiquette does forbid the perpetuation of flame wars (i.e. series of angry letters, most of them from two or three people directed toward each other that can dominate the tone and destroy the camaraderie of a discussion group). It is unfair to the other members of the group.
7. Avoid typing in all caps. Typing in all caps in the online environment is considered SHOUTING. If you wish to place emphasis on an important passage, use bold font instead of all caps.
8. Recognize that you are participating in an online dialogue. You still want to ensure correct spelling and grammar in all forms of your writing (discussion, emails, assignments, etc.).
9. Use written communication to your advantage. Prior to sending a message, check it a final time to ensure that you are not only stating what you intend in a concise manner and constructive tone. Think how your words will be received.

Procedures

- At the time of admission, a candidate in an ELCSE program is given a copy of the PECPD and will affirm with his/her signature receipt and understanding of the ten professional dispositions and the PECPD process.
- If an instructor or administrator deems it necessary to initiate a Professional Growth Incident Report (PGIR), he/she provides a copy of the PGIR Allegation to the candidate and to the Chair of the ELCSE Committee on PECPD.
- The professor making the allegation may not serve on the committee.
- The Chair of the ELCSE Committee on PECPD appoints four faculty members to serve on the committee to review the allegation.
 - The candidate may, within 15 days of receiving the complaint from the instructor/administrator, submit a letter to the Chair of ELCSE Committee on PECPD at P.O. Box 2781, State University, AR 72467. The letter must explain in detail why he/she believes the PGIR is inappropriate.
 - If the committee finds that the PGIR is not justified, the committee chair will inform the candidate in writing that the case is dismissed.
 - If the committee finds that the PGIR has merit, it will construct an action plan that addresses the allegation. The committee chair will inform the candidate in writing of the finding and that he/she must successfully complete the action plan as outlined or be dropped from the program. At the end of the timeline identified in the action plan, if the committee determines that satisfactory improvement has occurred, the Chair of the committee notifies the candidate in writing that the PGIR has been purged from the candidate's file.
 - If the candidate wishes to contest the findings of the ELCSE Committee on PECPD, he/she may file a grievance with the Chair of the Department of Educational Leadership, Curriculum, and Special Education at P.O. Box 2781, State University, AR 72467. The letter must be received by the Department Chair within 15 working days of the date of the ELCSE Committee on PECPD's finding. The letter must explain in detail why the candidate believes the committee's decision is inappropriate.

NOTE

If a candidate has, via the Professional Dispositions Process, been found on two different occasions to have been in violation of one or more of the ten dispositions, he/she may be dropped from the program. However, a first offense that is deemed extremely grievous can, after appropriate due process, result in the candidate's dismissal from the program.

I have received and understand the ELCSE Professional Dispositions Process.

Candidate Signature: _____ Date: _____

Print Name: _____ Date of Birth: _____

For admissions purposes, please sign and fax this page to (870)972-3548.

**Department of Educational Leadership, Curriculum, and Special Education
College of Education
Arkansas State University
Professional Growth Incident Report**

I. Allegation

Candidate: _____ ASU ID#: _____

The following issue(s) has been identified as a professional disposition sanction for this candidate:

Complainant: _____ Date: _____

II. Candidate Response to Allegation

(Check A or B.)

A. ___ Contests the response via a letter sent to the Chair of the PECPD at P.O. Box 2781, State University, AR 72467.

B. ___ Agrees with the allegation via a letter to the Chair of the PECPD at P.O. Box 2781, State University, AR 72467.

III. ELCSE Committee on PECPD's Response

(Check A or B.)

A. ___ The committee dismisses the PGIR allegation.

B. ___ The committee finds that PGIR allegation has merit and requires the candidate to complete the attached action plan.

Chair, ELCSE Committee PECPD:

_____ Date: _____

Candidate:

_____ Date: _____

IV. ___ The candidate wishes to initiate the grievance process regarding the decision of the ELCSE Committee on PECPD via the process as delineated in the *ASUJ Student Handbook* by sending a letter to the Chair, Department of Educational Leadership, Curriculum, and Special Education at P.O. Box 2781, State University, AR 72467. The letter must explain in detail why the candidate believes the committee's decision is inappropriate.