

UT Tyler School of Education

Undergraduate Instructional Notification & PIP Initiation Form

Purpose: This form serves as the primary tool for identifying and remediating professional disposition concerns. It documents the progression from an informal faculty discussion to a formal committee review.

Part 1: Student & Program Information

- **Student Name:** _____ **Student ID:** _____ **Date:** _____
- **Major/Program:** _____ **Phase:** _____
- **Faculty Initiating Form:** _____ **Course Name/Number:** _____

Part 2: Area(s) Identified for Improvement

Check all that apply based on Professional Dispositions:

DISPOSITION	AREAS OF CONCERN	COMMENTS
Responsibility and Accountability		
• Accepts responsibility for personal actions or decisions	O	
• Displays a professional demeanor	O	
• Complies with university and school district policies and procedures	O	
• Follows university, school, and/or district policies for professional appearance	O	
• Engages in professional, legal, and ethical conduct	O	
Commitment to Effective and Professional Communication		
• Demonstrates a positive attitude toward learning	O	
• Collaborates effectively with peers and professionals (School of Education faculty and instructors, field supervisors, mentor teachers, and	O	

other professionals in academic settings) to support student learning outcomes.		
• Uses professional oral and written communication appropriate to purpose and audience	O	
• Demonstrates respectful and professional interactions with others	O	
• Develops and maintains professional workplace relationships	O	
• Serves as a positive role model	O	
Commitment to Students and Their Learning		
• Demonstrates subject-area knowledge and understanding of curriculum standards	O	
• Demonstrates a commitment to student learning	O	
• Uses a range of instructional strategies to support learning	O	
• Reflects on teaching practices	O	

Summary of Concerns: (Briefly describe specific behaviors or incidents)

Part 3: Faculty-Student Initial Meeting (Informal Advisement)

Recommended Actions for Improvement: (Immediate steps for the student to take)

Signatures of Initial Meeting: By signing, the student acknowledges the discussion took place. Issues persisting beyond this meeting may trigger a formal Professional Improvement Plan (PIP).

- **Faculty Signature:** _____ **Date:** _____
- **Student Signature:** _____ **Date:** _____

Part 4: Committee Review & PIP Initiation (To be completed if issue persists)

If behavior does not improve, this form is submitted to the Committee on Students. If the candidate does not agree with the PIP, they have the right to appeal their case to the SOE Director.

- **Date Submitted to Committee:** _____
- **Committee/SOE Director Recommendation:** ☐ Proceed to PIP ☐ Appeal Granted
- **Notify Dean of Students Date:** _____

Final PIP Development & Approval:

This section confirms the development of a formal remediation plan with specific goals and strategies.

Goals and Objectives	Strategies (Actions/Activities)	Completion Dates	
		Anticipated	Actual

I understand that failure to satisfactorily complete this PIP may result in being removed from the School of Education program. I acknowledge that this plan will be shared with the Dean of Students for administrative record.

- **Student Signature (Acknowledging PIP):** _____ **Date:** _____
- **Committee on Students Chair Signature:** _____ **Date:** _____
- **SOE Director Signature:** _____ **Date:** _____
- **Dean of Students (Acknowledgement of Receipt) Date:** _____

Part 5: Follow-Up & Resolution

- **Follow-Up Meeting Date:** _____
- **PIP Satisfactorily Completed:** ☐ Yes ☐ No
- **Final Notes:**
