

**Department of Education and Teacher Preparation**  
Professional Improvement Plan (PIP) Procedures

In the Department of Education and Teacher Preparation, faculty work to create the conditions for all candidates to succeed. As a part of a program of study, candidates may experience unique challenges and need additional support. The purpose of a professional improvement plan is to develop clear and concise guidelines for reengagement for an identified candidate within a teacher education program of study. The following procedures will be used to initiate the professional improvement plan process:

1. The College of Coastal Georgia (CCGA) faculty member will schedule a meeting with the candidate to discuss an identified area for improvement. This meeting signals to the candidate that a departmental alert is being initiated.
2. Following this meeting, the CCGA faculty member will document the discussion, the student plan for remediation, and any additional decisions or plans for follow-up using the departmental alert form. Both the candidate and faculty member will sign the departmental alert form to document shared understanding.
3. The CCGA faculty member will keep a copy of the form, provide a copy of the form to the candidate, and place the original document in the candidate's folder.
4. In the event that a candidate fails to follow through on the agreements indicated in the departmental alert form, the CCGA faculty member will initiate the PIP process by scheduling a meeting with relevant parties including, but not limited to, the candidate, the department chair, and the Director of Field Experiences, Certification, and Outreach (for field related issues only).
5. The PIP form will be completed during the meeting with all relevant parties present. Following the meeting, all parties will sign as indicated on the PIP form. The original PIP form will be placed in the candidate's teacher education folder. A copy of the PIP form will be provided to the candidate.
6. It is the responsibility of the candidate to keep the faculty member initiating the PIP informed of progress related to expectations set forth in the PIP. It is the responsibility of the faculty member initiating the PIP to schedule a follow-up meeting at an appropriate time to formally evaluate the progress of the PIP. The faculty member will e-mail all relevant parties, including, but not limited to, the candidate, the department chair, and the Director of Field Experiences, Certification, and Outreach (for field related issues only) to schedule the follow-up meeting.
7. The PIP progress monitoring form will be completed during the follow-up meeting with all relevant parties present. Following the meeting, faculty will make a recommendation and sign as indicated on the PIP progress monitoring form. In the event that program dismissal is a consideration, all departmental faculty will convene to vote on this decision. The candidate will be notified of this decision following the departmental vote. The original PIP progress monitoring form will be placed in the candidate's teacher education folder. A copy of the PIP progress monitoring form will be provided to the candidate. If an extension of the PIP is indicated, steps 6 and 7 will be repeated, as needed.

**College of Coastal Georgia**  
**Department of Education and Teacher Preparation**  
**Departmental Alert Form**



Teacher Candidate:	Date:
CCGA ID:	Course Prefix/Number (as applicable):
Participants:	

***Why is a departmental alert being initiated?***

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="radio"/> Attendance</li> <li><input type="radio"/> Punctuality</li> <li><input type="radio"/> Preparedness</li> <li><input type="radio"/> Participation</li> <li><input type="radio"/> Collegiality</li> <li><input type="radio"/> Disposition</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Written Communication</li> <li><input type="radio"/> Oral Communication</li> <li><input type="radio"/> Professional Dress</li> <li><input type="radio"/> Ethical Conduct</li> <li><input type="radio"/> Subject Matter Knowledge</li> <li><input type="radio"/> Other _____</li> </ul> |
|---|---|

***Conference Summary – Attach relevant documentation, as applicable.***

*The summary will describe the area for improvement and any plans for follow-up.*

Faculty Signature/Date	Candidate Signature/Date

*College of Coastal Georgia*  
**Department of Education and Teacher Preparation**  
**Professional Improvement Plan (PIP)**



Teacher Candidate:	Date:
CCGA ID:	Course Prefix/Number (as applicable):
Participants:	

**Part A: Prior Experiences**

*The faculty member will describe the prior experiences related to the indicated area for improvement. Any completed departmental alert forms and/or relevant documentation must be attached.*

**Part B: Candidate Response**

*The faculty member will document the candidate response to part A.*

**Part C: Initiation of PIP**

*Describe the strategic plan that will be implemented to accelerate the candidate.*

Goals	Strategies to Accomplish Goals	Dates for Completion

*Date/Time for Follow-Up Meeting:* \_\_\_\_\_

**Part D: Collaborative Agreement**

I/We participated in the development of this PIP, and I/We understand that a follow-up meeting will be held to indicate the status of the PIP to the candidate. Candidates will successfully complete the PIP, extend the PIP (in part or in whole), or be dismissed from the program.

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Faculty Signature/Date

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Faculty Signature/Date

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Department Chair Signature/Date

I participated in the development of this PIP, and I understand that failure to meet the agreed upon goals will result in an extension of the PIP (in-part of in-whole) or dismissal from the program.

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Candidate Signature/Date

*College of Coastal Georgia*  
**Department of Education and Teacher Preparation**  
**Professional Improvement Plan (PIP)**  
**Progress Monitoring**



**Part A: Candidate Update on Progress**

*The faculty member will document the information shared during each follow-up conference using the form below. The candidate will provide an update on progress toward each goal included in the PIP with reference to the corresponding strategies related to the goal. As appropriate, the candidate will indicate when goals have been completed.*

**Follow-Up Conference Date:**

**Participants:**

**Candidate Update on Progress:**

**Part B: Faculty Recommendation**

I/We participated in the progress monitoring of this PIP, and I/We recommend the following:

- No further action due to successful completion of PIP by the candidate
- Extension of the PIP in-part as outlined below to be completed by \_\_\_\_\_
- Extension of the PIP in-whole to be completed by \_\_\_\_\_
- Dismissal from the program effective \_\_\_\_\_

\_\_\_\_\_  
Faculty Signature/Date

\_\_\_\_\_  
Faculty Signature/Date

\_\_\_\_\_  
Department Chair Signature/Date

\_\_\_\_\_  
Dean Signature/Date

*\* Program Dismissal Only*

*In-Part Extension of PIP Requirements:*