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### **Tutor Dismissal Procedures**

1. Every effort will be made to support the tutor in the responsibilities required of a READ Ottawa tutor. Communication will be timely and clear regarding any known shortfalls not in compliance with READ Ottawa policies and procedures.
2. When chronic failure of a tutor to fulfill the tutor's READ Ottawa commitment has been identified by the pair coordinator, or other READ Ottawa personnel, then evidence of a tutor's repeated shortfalls will be presented to the Program Committee for advisory review and recommendation.
3. The appropriate pair coordinator will follow up with the tutor based on the recommendations made by the Program Committee's advisory review.
4. The tutor may be formally dismissed from the READ Ottawa program if deemed appropriate. A formal letter will be sent by the appropriate pair coordinator notifying the tutor of dismissal from any further READ Ottawa responsibilities.