

# Non Tenured Teachers Evaluation Timelines

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## Progressive Evaluation Protocols

If areas of concern arise, written notice will be given to the evaluatee in sufficient time to address and improve identified concerns.

If there is a deficiency in performance expectations identified, an improvement plan must be developed by the evaluator and evaluatee to address the deficiency.

If the evaluatee refuses to collaborate in developing an improvement plan, or if sufficient progress is not evidenced to the evaluator, then the process will move to the formal structured strand.

Date	Activity	Who	Resources
By Oct. 1	Review 5 Performance Expectations	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Plans for Success</li> <li>• Summative Evaluation Form</li> </ul>
	Performance Expectations Radar gram completed & Reviewed	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• “Performance Expectations Radar gram” Document</li> </ul>
	Confirm Evaluation Process	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Plans for Success</li> <li>• Summative Evaluation Form</li> </ul>
	3 <sup>rd</sup> & 4 <sup>th</sup> Year Non tenure Teachers Goal Setting: Confirm mutual agreed upon goal(s) area(s) <ul style="list-style-type: none"> <li>• written plan of action confirmed</li> <li>• process to communicate goal attainment progress confirmed, included in plan of action</li> </ul>	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Goal Setting Plan Form</li> </ul>
	Note: 1 <sup>st</sup> & 2 <sup>nd</sup> non tenure teachers do not establish formal goal(s)		

By Dec. 1	At least one Formal observation conducted.	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Formal Observation Form</li> <li>• Evaluators written feedback/ narrative document</li> </ul>
	Pre-conference held prior to observation	Evaluator Evaluatee	
	Review Pre-Observation Form	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Pre-Observation Form</li> </ul>
	Conduct observation	Evaluator Evaluatee	
	Conduct post conference <ul style="list-style-type: none"> <li>• written feedback to evaluatee</li> <li>• written feedback from evaluatee (optional)</li> </ul>	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Feedback narrative document</li> </ul>
By March 1	Second formal observation Conducted	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Formal Observation Form</li> <li>• Evaluators written feedback/ narrative document</li> </ul>
	Pre-conference held prior to observation	Evaluator Evaluatee	
	Review Pre observation form & seek clarity when needed	Evaluator Evaluatee	
	Conduct observation	Evaluator Evaluatee	
	Conduct post conference <ul style="list-style-type: none"> <li>• feedback to evaluatee</li> <li>• feedback from evaluatee</li> </ul>	Evaluator Evaluatee	
	Note: additional, ongoing formal and informal observations scheduled at discretion of evaluator or request of evaluatee		

No less than 45 days before the end of the official school year	End of goal setting activity or agreed upon bench mark date: Evaluatee completes Teacher Self Reflection Form and summary of Goal Attainment Report form.	Evaluatee	<ul style="list-style-type: none"> <li>• Teacher Self Reflection Form</li> <li>• Staff Goal attainment report form.</li> </ul>
	Evaluator/Evaluatee conference and review Teacher Self Reflection Form and Staff Goal attainment Report Form	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>• Teacher Self Reflection Form</li> <li>• Staff Goal attainment report form.</li> </ul>
	<p>Evaluator completes Summative Evaluation Form</p> <ul style="list-style-type: none"> <li>- SEF contents</li> <li>- Professional background of the staff member</li> <li>- Evaluative comments relating to the mutually agreed upon goal(s)</li> <li>- Statements relating to performance in the five expectations</li> <li>- Statements of commendation</li> <li>- Statements about participation in development activities</li> <li>- Suggested potential future goals</li> <li>- Statement regarding the next evaluation</li> <li>- One overall rating confirmed. meets/exceeds expectations or does not meet expectations</li> </ul>	Evaluator	<ul style="list-style-type: none"> <li>• Summative Evaluation Form Document</li> <li>• Narrative Document <ul style="list-style-type: none"> <li>- Professional background of the staff member</li> <li>- Evaluative comments relating to the mutually agreed upon goal(s)</li> <li>- Statements relating to performance in the five expectations</li> <li>- Statements of commendation</li> <li>- Statements about participation in development activities</li> <li>- Suggested potential future goals</li> <li>- Statement regarding the next evaluation</li> </ul> </li> </ul>

(continued) No less than 45 days before the end of the official school year	Evaluator conducts summative evaluation conference <ul style="list-style-type: none"> <li>written copy of Summative Evaluation Form and narrative text provided to evaluatee</li> <li>Evaluatee “initials”</li> </ul> Summative Evaluation Form document at conclusion of conference <ul style="list-style-type: none"> <li>Evaluatee has 10 school days to respond to the narrative text if he/she so desires</li> </ul>	Evaluator	Present Summative Evaluation Form & narrative text.
	Evaluatee may present written response to evaluator and notes on Summative Evaluation Form an attachment is attached	Evaluatee	Written Narrative reponse (if applicable)
	Evaluatee receives signed copy of Summative Evaluation Form documents to be placed to personnel file. <ul style="list-style-type: none"> <li>The “initialed” sign off at time of original summative conference confirms that both parties have seen but may not necessarily agreed with the contents of the evaluation</li> </ul>	Evaluator Evaluatee	Summative Evaluation Form / with narrative text.  Written narrative response (if applicable)
	The Summative Evaluation Form, narrative and any written responses shall be filled in the staff members personnel file with in 10 days of receipt by the office of the Director Human Resources	Evaluator DHR Office	Summative Evaluation Form / with narrative text.  Written narrative response (if applicable)