

# Tenured Teacher Evaluation Timelines

## 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.

## Informal Structured Strand

Date	Activity	Who	Resources
By October 1	Review 5 Performance Expectations	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>▪ Plans for Success Trifold</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>
	Professional sources resources/options identified.  Mutually agreed upon goal(s) confirmed.  Method of communicating and documenting attainment of mutually agreed upon performance goal(s) confirmed.	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>▪ Plans for Success Trifold</li> <li>▪ Summative Evaluation Form</li> <li>▪ Goal Setting Plan Form</li> <li>▪ District Support System Directory</li> </ul>
Ongoing throughout school year.	Observations and interaction: Informal visits, dialogue, exchange of information related to goal attainment and five expectations performance areas	Evaluator Evaluatee	Individualized plan: scheduling of on-going interactions and monitoring tools.

Optional	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	<ul style="list-style-type: none"> <li>▪ Pre-Observation Form</li> </ul>
	Review Pre-Observation Form	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>▪ Pre-Observation Form</li> </ul>
	Conduct observation	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>▪ Formal Observation Form</li> </ul>
	Conduct post conference <ul style="list-style-type: none"> <li>• written feedback to evaluatee</li> <li>• written feedback from evaluatee to evaluator (optional)</li> </ul>	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>▪ Feedback narrative document</li> </ul>
Spring (date mutually established)	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, Staff Goal Attainment Report Form or other documentation data.	Evaluator Evaluatee	<ul style="list-style-type: none"> <li>▪ Teacher Self Reflection Form</li> <li>▪ Staff Goal Attainment Report form.</li> </ul>

<p>No less than 30 days before the end of the official school year</p>	<p>Evaluator completes Summative Evaluation Form document:</p> <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> <li>- One overall rating confirmed. meets/exceeds expectations or does not meet expectations</li> </ul>	<p>Evaluator</p>	<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>
	<p>Summative evaluation conference conducted.</p> <p>Evaluatee receives copy completed S. E. Evaluation Form</p> <p>Evaluatee “initials” Summative Evaluation Form document at conclusion of conference</p>	<p>Evaluator</p>	<p>Summative Evaluation Form</p>
	<p>Evaluatee has 10 school days to respond to the narrative text if he/she so desires</p> <p>Evaluatee may present written response to evaluator and notes on Summative Evaluation Form an attachment is attached</p>	<p>Evaluatee</p>	<p>Signed, written narrative response document</p>

(continued) No less than 30 days before the end of the official school year	Evaluatee receives signed copy of Summative Evaluation Form documents to be placed in personnel file. <ul style="list-style-type: none"> <li>▪ NOTE: The “initialed” sign off on              the S E Form 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 filed in the staff member’s 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)