



## T-TESS APPRAISAL CALENDAR 2024-2025

T-TESS Orientation & Refresher Window	August 1, 2024- August 23, 2024
First Day for Walkthroughs	August 26, 2024
First Day for Formal Observation	September 3, 2024
Goal Setting & Professional Development Plan Conferences Deadline *required for teachers in the first year of T-TESS appraisal or teachers new to the district	September 13, 2024 (due)
Late Hires – First Day for Formal Observation	2 weeks after orientation
Last Day for Formal Observations for all New Teachers and those on Probationary Contracts or Growth Plan	December 20, 2024
Last Day for Formal Observations for all teachers	March 7, 2025
Late Hires – Goal Setting & PD Plan Conference	Within 6 weeks from the date of Orientation
Goal Setting & PD Plan Part I	September 27, 2024 (due)
Goal Setting & PD Plan Part II and Domain IV Evidence	April 11, 2025 (due)
End of Year Summative Conference	April 25, 2025 (due)
End of Year Written Appraisal	May 8, 2025 (due)



## T-TESS Annual Appraisal Process Timeline

Current Year			Next Year
Weeks 1-6	Weeks 6 through End-of-Year Conferences	At Least 15 Days Prior to the Last Day of Instruction	Weeks 1-6
<b>Teacher Orientation</b> (No later than the first three weeks of school and at least two weeks before the first observation)  <b>Goal-Setting and Professional Development (GSPD) Plan</b> <ul style="list-style-type: none"> <li>Submitted to the appraiser for approval within six weeks from the day of completion of the orientation.</li> <li>A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district.</li> </ul>	<b>Teacher Orientation for Late Hires</b>  <b>Goal-Setting and Professional Development Plan for Late Hires</b> <ul style="list-style-type: none"> <li>Submitted to the appraiser within six weeks from the day of the completion of the orientation.</li> </ul> <b>Ongoing review of teacher and student data</b>  <b>Ongoing review of the GSPD plan to formatively assess progress towards goals, professional development impact, and teacher and student performance</b>  <b>Ongoing collection of evidence to support Domain IV</b> <ul style="list-style-type: none"> <li>Teacher and appraiser</li> </ul>	<b>End-of-Year Conferences</b> <ul style="list-style-type: none"> <li>Review summative scores for Domains I, II and III</li> <li>Review the data and evidence gathered throughout the appraisal year for Domain IV, including the teacher's evidence for this domain/dimensions</li> <li>Review results of the performance of the teachers' students</li> <li>Review potential goals and professional development plans for the next school year</li> </ul> <i>Note: Domain 4 is not scored until after the teacher has been afforded an opportunity to present evidence related to each of the four dimensions during the end-of-year conference.</i>	<b>Teacher Orientation for teachers new to T-TESS, the district, and when district policy has changed from the last orientation.</b> (No later than the first three weeks of school and at least two weeks before the first observation)  <b>Goal-Setting and Professional Development (GSPD) Plan</b> <ul style="list-style-type: none"> <li>Returning teachers review the goal(s) established at the EOY Conference to determine if changes are needed, and submit within first six weeks of instruction.</li> <li>New teachers are guided through the GSPD process to self-assess, develop goals, and establish a professional development plan, then submit within six weeks of the orientation.</li> </ul>
<b>Informal observations and walkthroughs with ongoing feedback to support and develop teacher practices</b>			
	<b>Formal observation window established per local policy – Excludes/prohibits observations in the two weeks following the orientation</b>		

\*SOURCE: T-TESS Appraiser Handbook