

**Robstown Independent School District  
T-TESS (Texas Teacher Evaluation and Support System) CALENDAR  
2022-2023 SCHOOL YEAR**

**APPRAISAL PERIOD**

Wednesday, August 15, 2022 through Thursday, May 25, 2023

**WALK-THROUGH VISITS**

Walk-through visits may be conducted at any time during the appraisal period.

**T-TESS ORIENTATION FOR NEW TEACHERS OR TEACHERS WHO HAVE NOT PREVIOUSLY  
ATTENDED THE INITIAL COMPREHENSIVE T-TESS ORIENTATION**

No later than September 2, 2022

**GOAL SETTING & PROFESSIONAL DEVELOPMENT PLAN**

August 16, 2022 – September 23, 2022

August 29 – Deadline to submit draft goals to appraiser

September 16 – Deadline for conference with appraiser

September 21 – Deadline to submit final goals to appraiser

**FORMAL OBSERVATIONS**

Wednesday, September 7, 2022 through Wednesday, April 12, 2023

(A pre-conference and post-conference will be conducted within 10 working days of a formal observation.)

**Formal observations shall be completed on and between the dates indicated below. Each campus must exclude dates that include the day before or the day after a student holiday, early release days for students, end of semester or end of year examinations and state-mandated assessments or standardized tests scheduled for that campus.**

OBSERVATION PERIOD BEGINNING		OBSERVATION PERIOD ENDING
Wednesday, September 7, 2022	-	Thursday, September 22, 2022
Wednesday, September 28, 2022	-	Thursday, November 3, 2022
Monday, November 8, 2022	-	Thursday, December 15, 2022
Thursday, January 5, 2023	-	Thursday, February 16, 2023
Wednesday, February 22, 2023	-	Thursday, April 6, 2023
Wednesday, April 12, 2023	-	Friday, April 14, 2023

**LAST DAY TO COMPLETE END-OF-YEAR CONFERENCES**

Thursday, April 28, 2023

**LAST DAY FOR APPRAISER TO PROVIDE SUMMATIVE ANNUAL APPRAISAL REPORT TO TEACHER**

Thursday May 4, 2023

(due within 10 working days of the conclusion of the end-of-year conference and no later than 15 working days before the last day of instruction)

## Appraisal Calendar

### Timeline (19 TAC 150)

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

### T-TESS Orientation

Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction (September 2, 2022).

### Goal Setting and Professional Development Plan

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
  - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
  - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS
  - Initially drafted in conjunction with the previous year's End-of-Year Conference;
  - Revised as needed;
  - Submitted to appraiser within the first six weeks of instruction (September 21, 2022).
- Maintained by teacher throughout the school year.
- Submitted to appraiser prior to End-of-Year Conference.

### Pre-Conference

- After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

### Non-Observation Days

- Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required. On the day before or after a student holiday. On the days of early release for students. On days of end of semester or end of year examinations. On days for state mandated assessments or other standardized tests.

### Post-Conference

Post-Conference must be conducted within 10 working days after the completion of an observation.

### Written Summary

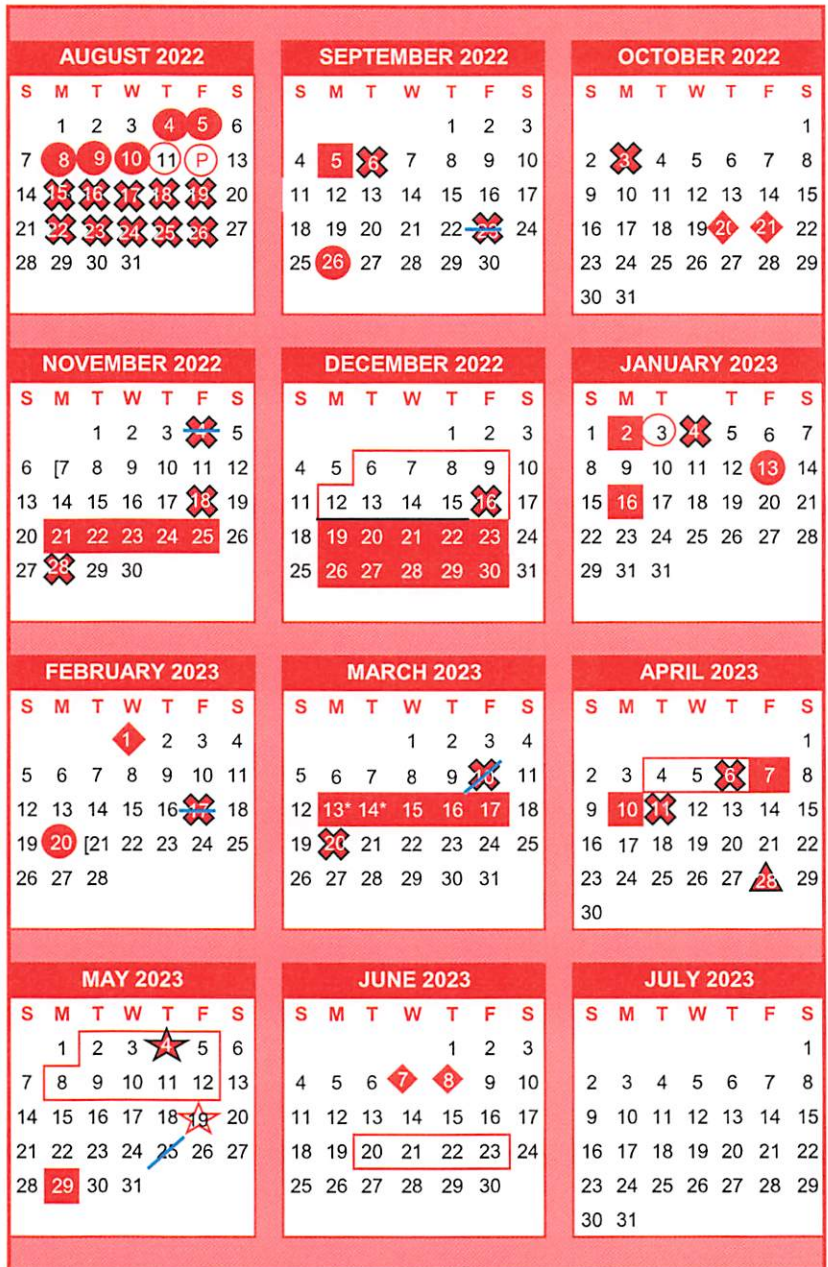
A written summary of the observation is provided to the teacher within 10 working days.

### End-of-Year Conference

The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (April 28, 2023).

### Summative Annual Report

A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 4, 2023)



### Important Dates

- September 2, 2022:** Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students
- September 21, 2022:** Deadline to submit initial Goal Setting and Professional Development Plan to appraiser
- April 28, 2023:** Last day for all End-of-Year Conferences to be completed
- May 4, 2023:** Last day for all Summative Annual Reports to be provided to teachers

- Holidays
- Teacher Workday
- Staff Development
- Early Release-Students only
- Early Dismissal-All Staff

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