



2020-21
Texas Teacher Evaluation Support System (T-TESS)
Appraisal Calendar

Month	Action	Person(s) Responsible	Required Document
August	<ul style="list-style-type: none"> Initial Training for T-TESS (new teachers) T-TESS Refresher Review (returning teachers) 	<ul style="list-style-type: none"> District and Campus Administration 	<ul style="list-style-type: none"> T-TESS Training Materials
September	<ul style="list-style-type: none"> Teacher Self - Assessment and Goal Setting Plan Part 1 (September 30, 2020) <p>*Teachers NOT new to BISD who completed this at the EOY Conference may only need to make edits before submitting</p>	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> T-TESS Self-Assessment and Goal Setting form on Eduphoria
	<ul style="list-style-type: none"> Pre-observation Conferences (September 30, 2020) A pre-conference must be held prior to a formal observation 	<ul style="list-style-type: none"> Appraiser schedules conference 	<ul style="list-style-type: none"> No required form
	<ul style="list-style-type: none"> Artifacts or evidence for Domain 4 should be collected throughout the year in preparation for end of year conferences that will be held in April and May (Ongoing) 	<ul style="list-style-type: none"> Teacher collects and compiles evidence 	<ul style="list-style-type: none"> Teacher artifacts
October-January	<ul style="list-style-type: none"> Observations (45 min. minimum) will be conducted (Observation window (October 1 through January 31)) <p>Post-observation conferences must be completed 10 days after a formal observation</p>	<ul style="list-style-type: none"> Appraiser conducts observation and completes form Teacher signs form 	<ul style="list-style-type: none"> T-TESS Observation Rubric (Domains 1-3) on Eduphoria
March-April	<ul style="list-style-type: none"> Artifacts and evidence must be shared with appraiser at least 10 days prior to the End of Year Summative Conference 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> Upload artifacts on Eduphoria as attachments
	<ul style="list-style-type: none"> Complete the Teacher Self - Assessment and Goal Setting Part 2 and Professional Development Plan prior to end of year conference 	<ul style="list-style-type: none"> Teacher 	<ul style="list-style-type: none"> Teacher Self-Assessment and Goal Setting Form on Eduphoria
	<ul style="list-style-type: none"> End of Year Summative Conferences (no later than May 4, 2021) 	<ul style="list-style-type: none"> Appraiser schedules conference and completes form Teacher signs form 	<ul style="list-style-type: none"> T-TESS Summative Form (Domains 1-4) on Eduphoria
April-May	<ul style="list-style-type: none"> End of Year Summative Conferences (no later than May 4, 2021) 	<ul style="list-style-type: none"> Appraiser schedules conference and completes form Teacher signs form 	<ul style="list-style-type: none"> T-TESS Summative Form (Domains 1-4) on Eduphoria



Additional Teacher Evaluation Information

Late Hires

Teachers must receive T-TESS training within three weeks from their hire date, and at least two weeks before the first observation.

Summative Annual Appraisal

The written summative annual appraisal document shall be shared with the teacher within 10 working days following the conclusion of the EOY conference but no later than 15 working days before the last day of instruction (**May 4, 2021**)

Dates excluded from observations include:

(These are days before an official school holiday.)

- October 8, 2020
- November 20, 2020
- December 18, 2020

Request for a 2nd Appraiser

A teacher may request a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal, the schedule below will be used.

<u>Campus</u>	<u>Designated Second Appraiser</u>
Senior High/Accelerated School	Middle School Principal
Middle School	High School Principal
Coggin Intermediate School	Northwest Elementary Principal
Northwest Elementary	East Elementary Principal
East Elementary	Woodland Heights Principal
Woodland Heights Elementary	Coggin Intermediate Principal