

PDAS APPRAISAL CALENDAR and TIMELINES 2007– 2008

PDAS requires that the appraisal period for each teacher must include all of the days of a teacher's contract with the following stipulations: (COMMISSIONER'S RULE 150.1003)

The appraisal period: (1) shall exclude the first three weeks of instruction; (2) shall prohibit observations on the last day of instruction before any official holiday or on any other day deemed inappropriate by the school district board of trustees; and (3) shall indicate a period for summative annual conferences which ends no later than 15 working days before the last day of instruction for students.

PDAS Orientation --- No teacher is to be appraised prior to being given an orientation of the PDAS. The orientation must have occurred at least three weeks before the first observation.

Waiver Requests ---Waiver requests must be submitted within the first three weeks of school.

COMPLETION OF THE TEACHER SELF REPORT (TSR) --- For the current school year, Section I of the TSR is to be completed and submitted no later than 3 weeks after the PDAS orientation for new teachers or within the first three weeks of instruction in the school years when the PDAS orientation is not required. Sections II and III of the TSR (and if necessary revisions to Section I) shall be presented to the principal at least 2 weeks prior to the annual summative conference.

LENGTH OF OBSERVATION -----MINIMUM OF 45 MINUTES
Refer to Administrative Regulation DQC-R

TEACHER REBUTTAL TO AN OBSERVATION --- A written rebuttal or request for a 2nd observation must be submitted within 10 working days after receiving an appraisal with which the teacher disagrees; the teacher submits this request to his/her supervisor who in turn submits a copy to the district's PDAS compliance designee. (Appraiser may extend to 15 days) Selection of the second appraiser is governed by local district policy.

WRITTEN SUMMARY OF OBSERVATION --- Shall be given to teachers within 10 working days after the completion of an observation; a pre- and post-observation conference may be conducted at the request of the teacher or the appraiser.

WRITTEN ANNUAL SUMMATIVE REPORT --- Shall be shared with the teacher no later than 5 working days before the summative conference and no later than 15 working days before the last day of instruction for students.

SUMMATIVE CONFERENCE --- Unless waived in writing by the teacher, a summative conference shall be held within a time frame specified on the school district's calendar and no later than 15 working days before the last day of instruction for students. All summative conferences must be completed by **May 8, 2008**.

Forty-five days prior to the last instructional day ---Last day for campus principals to submit non-renewals to The Assistant Superintendent for Human Resources. The "non-renewal process" should begin as early as possible to avoid timeline technicalities.

Prior to **April 16** of the current school year --- All formal observations should be conducted in order to meet all PDAS/District summative requirements.

**ECISD APPRAISAL PERIOD TIMELINE
SCHOOL CALENDAR YEAR
2007-2008**

First 12 Weeks	Second 12 Weeks	Third 12 Weeks	Last 15 Days of Instruction
<p>NEW TEACHER PDAS ORIENTATION</p> <ul style="list-style-type: none"> • Within 1st 3 weeks offered by PD (by September 14) • Observations no earlier than 3 weeks after the orientation <p>VETERAN TEACHERS</p> <ul style="list-style-type: none"> • Waiver requests must be submitted within the 1st 3 weeks of school. (by September 14) 	<p>FORMAL OBSERVATION</p> <ul style="list-style-type: none"> • Minimum of 45 minutes or shorter segments • Written summary within 10 working days following observation • Advanced notice of time and date will be given • Follow district APPRAISAL CALENDAR • May have pre or post conference at request of Teacher or Appraiser 	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>All formal observations should be completed by April 16 in order to comply with other deadlines.</p> </div>	
<p>TEACHER SELF-REPORT I</p> <ul style="list-style-type: none"> • No later than three weeks after orientation or the first day of instruction 		<p>TEACHER SELF-REPORT II & III</p> <ul style="list-style-type: none"> • At least two weeks prior to Summative Conference 	
<p>WALK-THROUGH VISITS</p> <ul style="list-style-type: none"> • To be conducted at the discretion of the Appraiser • Documentation shared with teacher within 10 days 			
<div style="border: 1px solid black; padding: 5px;"> <p>ADDITIONAL TIMELINE ISSUES Teacher Response</p> <ul style="list-style-type: none"> • Within 10 working days (Appraiser may extend to 15) • May rebut or request 2nd appraisal in writing within 10 working days after receiving any documentation </div>	<p>SUMMATIVE ANNUAL REPORT</p> <ul style="list-style-type: none"> • 5 working days before conference unless waived in writing by teacher • No later than 15 working days before last day of instruction • Observation Summary • Walk-through documentation • Third party/Teacher documentation • TSR I, II, III <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>No later than May 1 unless 5 day period is waived</p> </div> <p>SUMMATIVE CONFERENCE</p> <ul style="list-style-type: none"> • No later than 15 working days before last day of instruction • May be waived in writing by Teacher, NOT APPRAISER. • If the Appraiser is not an administrator on campus, a principal, assistant principal or another supervisory staff member designated as an administrator on campus will participate in the conference. <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> <p>No later than May 8</p> </div>		
<p align="center">*End-of-Year Reports for teachers on a PDAS waiver follow the same calendar guidelines</p>			