

PDAS APPRAISAL CALENDAR and TIMELINES 2005– 2006

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.

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 3, 2006.

March 1st of the current school year --- 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 10 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

2005-2006

First 12 Weeks		Second 12 Weeks	Third 12 Weeks	Last 15 Days of Instruction
NEW TEACHER PDAS ORIENTATION <ul style="list-style-type: none">Within 1st 3 weeks conducted by HR Dept. (by September 2)Observations no earlier than 3 weeks after the orientation	FORMAL OBSERVATION <ul style="list-style-type: none">Minimum of 45 minutes or shorter segmentsWritten summary within 10 working days following observationAdvanced notice of time and date will be givenFollow district APPRAISAL CALENDARMay have pre or post conference at request of Teacher or Appraiser		All formal observations should be completed by April 10 in order to comply with other deadlines.	
TEACHER SELF-REPORT I <ul style="list-style-type: none">No later than three weeks after orientation or the first day of instruction			TEACHER SELF-REPORT II & III <ul style="list-style-type: none">At least two weeks prior to Summative Conference	
WALK-THROUGH VISITS <ul style="list-style-type: none">To be conducted at the discretion of the AppraiserDocumentation shared with teacher within 10 days				
ADDITIONAL TIMELINE ISSUES Teacher Response <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		SUMMATIVE ANNUAL REPORT <ul style="list-style-type: none">5 working days before conference unless waived in writing by teacherNo later than 15 working days before last day of instructionObservation SummaryWalk-through documentationThird party/Teacher documentationTSR I, II, III No later than April 26 unless 5 day period is waived		
		SUMMATIVE CONFERENCE <ul style="list-style-type: none">No later than 15 working days before last day of instructionMay 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. No later than May 3		
*End-of-Year Reports for teachers on a PDAS waiver follow the same calendar guidelines.				