

## **PDAS APPRAISAL CALENDAR and TIMELINES**

### **2013-2014**

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 150.1003 (b) (1) of the Commissioner's Rules

**TEACHER REBUTTAL TO AN OBSERVATION** --- A written rebuttal or request for a 2<sup>nd</sup> 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 14, 2014**.

**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 21st** of the current school year --- All formal observations should be conducted in order to meet all PDAS/District summative requirements.