



T-TESS Appraisal Calendar 2017-2018

T-TESS Orientation & Refresher Window	August 1 – 16, 2017
First Day for Walkthroughs	August 21, 2017
First Day for Formal Observations	September 5, 2017 <i>*Late Hires – 2 weeks after orientation</i>
Goal-Setting & Professional Development Plan Conferences Deadline <i>*required for teachers in the first year of appraisal under T-TESS or for teachers new to the district</i>	September 29, 2017 <i>*Late Hires – 6 weeks after orientation</i>
Goal-Setting & Professional Development Plan Part I Due to Appraiser	September 29, 2017 <i>*Late Hires – 6 weeks after orientation</i>
Last Day for Formal Observations (Probationary & Ongoing Intervention Plan)	December 1, 2017
Last Day for Formal Observations (except late-hires)	April 12, 2018
Goal-Setting & Professional Development Plan Part II and Domain IV Evidence Due to Appraiser	April 13, 2018
End-of-Year Summative Conferences Deadline	May 2, 2018
End-of-Year Summative Annual Appraisals Deadline <i>*Written Summative Annual Appraisal must be given to teacher within 10 days following the end-of-year conference</i>	May 2, 2018
<i>*Walkthroughs may be conducted and cumulative data may be obtained on any day and at any time throughout the school year.</i>	
<u>Formal Observations</u>	
<ul style="list-style-type: none"> ✓ Shall exclude the first three weeks of instruction after T-TESS Orientation. ✓ Shall provide that the appraisal process be completed 15 working days before the last day of instruction for students. ✓ Shall exclude classrooms scheduled for State Assessments. 	

Reminder – All nonrenewal/termination contracts need to be finalized by March 9, 2018

Current Year			Next Year
Weeks 1-6	Weeks 6 through End-of-Year Conferences	At Least 15 Days Prior to the Last Day of Instruction	Weeks 1-6
Teacher Orientation <small>(No later than the first three weeks of school and at least two weeks before the first observation)</small> Goal-Setting and Professional Development (GSPD) Plan <ul style="list-style-type: none"> - Submitted to the appraiser for approval within six weeks from the day of completion of the orientation. - A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS and teachers new to the district. 	Teacher Orientation for Late Hires Goal-Setting and Professional Development Plan for Late Hires <ul style="list-style-type: none"> - Submitted to the appraiser within six weeks from the day of the completion of the orientation. Ongoing review of teacher and student data Ongoing review of the GSPD plan to formatively assess progress towards goals, professional development impact, and teacher and student performance Ongoing collection of evidence to support Domain IV <ul style="list-style-type: none"> - Teacher and appraiser 	End-of-Year Conferences <ul style="list-style-type: none"> - Review summative scores for Domains I, II and III - Review the data and evidence gathered throughout the appraisal year for Domain IV, including the teacher's evidence for this domain/dimensions - Review results of the performance of the teachers' students - Review potential goals and professional development plans for the next school year <small>Note: Domain 4 is not scored until after the teacher has been afforded an opportunity to present evidence related to each of the four dimensions during the end-of-year conference.</small>	Teacher Orientation for teachers new to T-TESS, the district, and when district policy has changed from the last orientation. <small>(No later than the first three weeks of school and at least two weeks before the first observation)</small> Goal-Setting and Professional Development (GSPD) Plan <ul style="list-style-type: none"> - Returning teachers review the goal(s) established at the ECY Conference to determine if changes are needed, and submit within first six weeks of instruction. - New teachers are guided through the GSPD process to self-assess, develop goals, and establish a professional development plan, then submit within six weeks of the orientation.
Informal observations and walkthroughs with ongoing feedback to support and develop teacher practices			
Formal observation window established per local policy – Excludes/prohibits observations in the two weeks following the orientation			