

2017-2018 EVALUATION TIMELINE

TASKS				
DUE DATE <i>(No later than)</i>	<u>PROBATIONARY/TEMPORARY</u>	<u>TENURED (PERMANENT)</u>	<u>NON-REELECT</u>	<u>DOCUMENTS DUE IN HR</u>
<u>8/11/17</u>	Notify NEW teacher of evaluation year via memo or email	-	-	-
<u>8/15/17</u>	Notify Returning Employee of evaluation year via memo or email	Notify Returning Employee of evaluation year via memo or email	-	-
<u>Within first 2 weeks of employee's work year</u> <i>(i.e. Counselors, TOA's, Librarians)</i>	Notify ALL Other classifications of evaluation year via memo or email	Notify ALL Other classifications of evaluation year via memo or email	-	-
<u>9/1/17</u> <i>(Week 4)</i> <i>[within 10 working days of S&KE conference, provide written summary of conference to BU member]</i>	Standards & Key Elements Conference	Standards & Key Elements Conference	Standards & Key Elements Conference	9/22/17
<u>10/13/17</u> <i>(Week 10)</i> <i>[within 10 working days of each observation, hold obs conf.; within 10 working days of obs conf., provide written summary of obs. conf. to BU member]</i>	Observation #1 (announced)	-	Observation #1 (announced)	11/17/17
<u>11/9/17-12/1/17</u> <i>(Between Week 14-Week 16)</i> <i>[within 10 working days of each observation, hold obs conf.; within 10 working days of obs conf., provide written summary of obs. conf. to BU member]</i>	Observation #2 (unannounced OK)	-	Observation #2 (unannounced OK)	1/26/18
<u>12/15/17</u> <i>(Week 18)</i> <i>[within 10 working days of evaluation conf., provide printed evaluation to BU member]</i>	Evaluation Conference #1	-	Evaluation Conference #1	1/26/18
<u>1/26/18</u>	-	-	<u>Evaluation Conference #2</u>	<u>2/2/18</u>
<u>2/2/18-2/16/18</u> <i>(Between Week 22-Week 24)</i> <i>[within 10 working days of each observation, hold obs conf.; within 10 working days of obs conf., provide written summary of obs. conf. to BU member]</i>	Observation #3 (unannounced OK)	Observation #1 (announced) <u>Due: 2/16/18</u> (Week 24)	-	3/30/18
<u>3/16/18-4/6/18</u> <i>(Week 28-Week 30)</i> <i>[within 10 working days of evaluation conf., provide printed eval to BU member]</i>	Evaluation Conference #2	Evaluation Conference #1 <u>Due: 4/6/18</u> (Week 30)	-	4/23/18

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IMPORTANT INFORMATION			
<u>PROBATIONARY/TEMPORARY</u>	<u>TENURED (PERMANENT)</u>	<u>NON-REELECT</u>	<u>OTHER</u>
<p>A complete 1st evaluation packet includes:</p> <ul style="list-style-type: none"> • Standard & Key Elements • Observation #1 • Observation #2 • Evaluation Conference #1 <p style="text-align: center;">-Due in HR by January 26, 2018</p> <p>A complete 2nd evaluation packet includes:</p> <ul style="list-style-type: none"> • Observation #3 • Evaluation Conference #2 <p style="text-align: center;">-Due in HR by April 23, 2018</p>	<p>A complete evaluation packet includes:</p> <ul style="list-style-type: none"> • Standard & Key Elements • Observation #1 • Evaluation Conference #1 <p style="text-align: center;">-Due in HR by April 23, 2018</p>	<p>Evaluation Conference #2 packet and Non-Reelect names:</p> <p style="text-align: center;">-Due in HR by February 2, 2018</p> <p>• NOTE: If an employee may be a Non-Reelect, schedule evaluation conference #1 before 12/15/17, to allow sufficient time before evaluation conference #2 AND notify HR of concerns.</p>	<ul style="list-style-type: none"> • Late hires/transfers must have their Standards & Key Elements completed within 4 weeks of the day they start at your site • NOTE: For hires after 9/4/17, there must be at least 30 working days between evaluation conference #1 and evaluation conference #2