

APPENDIX D. - SAMPLE EVALUATION CALENDAR

<u>Approximate Time Line Activity</u>	<u>Persons</u>
<u>First School Faculty Meeting</u> Pre- Disseminate guidelines, processes, time lines, etc., to all certificated staff.	Bldg. Admin.
Disseminate list of first conference for evaluators and evaluatees. (optional)	Bldg. Admin.
<u>By Week 5</u> Evaluatees to notify building administrators of desired additional evaluators (if any).	Evaluatees
<u>By Week 6</u> Evaluators to provide evaluatees with the Personnel Planning and Evaluation Statement forms.	Evaluators
<u>By Week 7</u> Evaluators to hold first conference with evaluatees to finalize the Personnel Planning and Evaluation Statements.	Evaluators & Evaluatees
<u>By Week 14</u> First observations are to be completed and conferences held with written comments.	Evaluators & Evaluatees
<u>By Week 15</u> If needed, conferences are to have taken place to assess & implement "Plan of Assistance".	Evaluators & Evaluatees
<u>By Week 16</u> Evaluations due in Human Resources Office on first semester temporary teachers (if any).	Evaluators
<u>By Week 26</u> Evaluation data due from evaluatees (Probationary, Temporary, & Temporary, Other Non-Permanent) to evaluators.	Probationary, other Non-permanent Employees
<u>By Week 27</u> Second (final) conferences to be completed for all Probationary Temporary, and other Non-Permanent Employees.	Probationary, Temporary, & other Non-Permanent Employees
<u>By Week 28</u> Final evaluations for all Probationary, Temporary and other Non-Permanent employees due in Human Resources Office.	Evaluators

Certification letters from Principals or unit administrators to accompany evaluations recommending reemployment or dismissal of Probationary, Temporary, and/or other Non-Permanent employees.

- By Week 30 Second (final) conferences to be Evaluators and
completed for all permanent Evaluatees
employees scheduled for evaluation.
- By Week 36 Final Confidential Evaluation Evaluators
Reports for permanent employees
delivered to Personnel Office.
- Copies given to employees no later
than the end of week 36.
- By Week 40 Final evaluation data due to Evaluatees
evaluators from evaluatees for
their files.