



Annual Professional Performance Review

Timeline - ALL Employee Groups

Labor Unit	Task Description	Due Date
ASAR	Self Evaluation, Meeting with Supervisor to Review	Second Friday in July
ASAR	Manager Evaluation Form Complete & Discussed with Supervisor	July 30
SEG	Goals & Competency Selection	August 15
SEG	Goal Setting Conference with Supervisor	September 1
RTA	Review eval process & timeline with teachers	September 30
RTA	Professional Support Planning	October 1
***	Evaluation Documents Loaded into PeopleSoft to Department Manager	October 15
RTA	Teacher Evaluation Selection due (PART or Independent Evaluator)	October 30
ASAR	Complete goals, objectives, and focus criteria (optional)	First Friday in November
ASAR	Review goals with supervisor (optional)	Third Friday in November
ASAR	Informal Visits, Progress Monitoring toward goals, Support Planning	Throughout Eval Period
RTA	First Formal Observation (non-tenured teachers)	November 30
RTA	Unannounced Observations (throughout the school year)	Throughout Eval Period
RAP (Paras)	Probationary Employees - Initial Evaluation	Nov 30* *if hired at start of school year; no later than 12th week of employment

BENTE	Notification to OHC and BENTE of extension of probationary period for an additional 6 mos.	Dec 7* *if hired at start of school year; no later than 90th day of employment
BENTE	Probationary Employees (within first 6 mos - 1 year of hire or title change)	December 7* *if hired at start of school year; no later than 90th day of employment
SEG	Mid-Year Progress Monitoring	January 15
RAP (TAs)	First Formal Observation (non-tenured TAs)	January 30
ASAR	Informal Visits, Progress Monitoring toward goals, Support Planning	Throughout Eval Period
RTA	Unannounced Observations (throughout the school year)	Throughout Eval Period
RAP	Notification of less than satisfactory to TA, OHC, and RAP	April 1
ASAR	Review of Developing or Ineffective Administrators with Office of Human Capital	April 1
RAP (TAs)	Second Formal Observation-optional (non-tenured TAs)	April 15
RTA	Second Formal Observation (non-tenured teachers)	April 30
RTA	Formal Observation (tenured teachers)	April 30
RTA	Independent Evaluation due (non-tenured teachers)	April 30
ASAR	Informal Visits, Progress Monitoring toward goals, Support Planning	Throughout Eval Period
RTA	Unannounced Observations (throughout the school year)	Throughout Eval Period
SEG	Self-Assessment	May 1
RTA	Final Evaluation due (non-tenured teachers)	May 15
RAP (TAs)	Third Formal Observation-optional (non-tenured TAs)	May 15

RAP (TAs)	Formal Observation (tenured TAs)	May 15
RTA	Independent Evaluation (PART) due	May 21
SEG	End of Year Conference	June 1
RAP (Paras)	Probationary Employees - Second Evaluation	June 1* *if hired at start of school year; no later than thirty days prior to end of prob period
RTA	All Final Evaluations complete	June 1
RAP (Paras)	Permanent Employees - Annual Evaluation	June 1
RAP (TAs)	Final Evaluation (all TAs)	June 1
BENTE	Final Evaluation (all)	June 15
Exempt	Final Evaluation (all)	June 15
SEG	Final Evaluation Review & Sign Off	June 30
ASAR CS	Final Evaluation Review & Sign Off	June 30