

# Evaluation Timelines and Deadlines

Required Steps	Educators in their 1 <sup>st</sup> or 2 <sup>nd</sup> consecutive year in the district	Educators in their 3 <sup>rd</sup> or 4 <sup>th</sup> year in the district	Educators in their 5 <sup>th</sup> year and beyond in the district
<b>Evaluation Frequency Requirements</b>	Each semester	Each year	At least 1 time every three years
<b>Orientation to evaluation process and procedures.</b>	Within first 10 duty days of the year.	Within first 10 duty days of the year.	General evaluation process – once per year.  Specific training – within first 10 duty days of the year.
<b>Educator completes self-assessment and develops goals.</b>	Beginning of <b>each semester</b> . Specific date determined by LEA or evaluator.	Beginning of <b>each year</b> . Specific date determined by LEA or evaluator.	LEA or evaluator may require each year. Must be done during formal evaluation year. Specific date determined by LEA or evaluator.
<b>Formal observation.</b>	During the first 60 days of <b>each semester</b>	By February 15 <sup>th</sup> <b>each year</b> .	By February 15 <sup>th</sup> during formal evaluation year.
<b>Ongoing informal observations, artifacts and data collection.</b>	Continual	Continual	Continual
<b>Instructional Practices Protocol Summary Rating, Student Performance Summary Rating and Final Summative Rating assigned.</b>	No later than the 60 <sup>th</sup> day of <b>each semester</b> .	No later than February 15 <sup>th</sup> of <b>each year</b> .	No later than February 15 <sup>th</sup> of formal evaluation year.
<b>Final Conference</b>	No later than the 60 <sup>th</sup> day of <b>each semester</b> .	No later than February 15 <sup>th</sup> of <b>each year</b> .	No later than February 15 <sup>th</sup> of formal evaluation year.