

---

**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

---

**Appraisal System**

The District shall appraise teachers using a local appraisal process and evaluation criteria developed in accordance with law, the District's innovation plan, and administrative regulations.

The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.

Annual Appraisal

District teachers shall be appraised annually.

*Exception*

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.

Less-Than-Annual

*Eligibility*

To be eligible for less-than-annual evaluations under the District's local appraisal system, a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC certification; and
3. Be assigned in his or her certification area.

*Frequency*

Eligible teachers shall be appraised every two years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.

*Annual Review Process*

In the years in which an appraisal is not scheduled for an eligible teacher, he or she shall follow the procedures outlined in the District's local appraisal process.

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

---

<sup>1</sup> Innovation Plan:

<https://www.southlakecarroll.edu/cms/lib/TX02219131/Centricity/Domain/36/Local%20Innovation%20Plan%20approved.pdf>