
Note: See DNA(REGULATION) for additional information.

Appraisal System	The formal appraisal of District teachers shall be in accordance with the Texas Teacher Evaluation and Support System (T-TESS) developed by the Texas Education Agency (TEA). The District shall implement the T-TESS in accordance with state guidelines at all campuses.
General Requirements	Components of the appraisal process shall comply with the required rubric established by TEA and may include, but are not limited to, a written self-assessment, goal-setting and professional development, formal and informal classroom observations, walk-throughs, and conferences. The appraisal process shall generate a summative score report to be presented to the teacher, signed by the teacher and appraiser, and maintained in the personnel file. Classroom observations and walk-throughs shall be conducted more frequently as necessary to ensure that teachers receive appropriate guidance. The District shall establish an appraisal calendar each year.
Walk-Throughs	Walk-throughs may be announced or unannounced. After each walk-through, a teacher shall receive feedback through a written document or a mini-conference from the appraiser.
Pre-Conference	A pre-conference meeting shall be held prior to each formal appraisal. During the pre-conference meeting, the date and time of the formal observation shall be scheduled. Pre-conference meetings cannot be waived.
Formal Observation	All District teachers shall receive one formal observation. The appraiser shall observe a minimum of 45 minutes, ensuring the duration of a full lesson cycle (beginning, middle, and end). After each formal observation, the teacher shall have three days to submit a self-reflection to his or her appraiser.
Post-Conference	A post-conference meeting shall be held within ten business days following the formal observation. Post-conference meetings cannot be waived.
Summative Conference	A summative annual conference shall be held with each teacher. The summative annual conference cannot be waived.
Alternate Appraisers	The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.
Second Appraisal	Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.

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	<p>The formal observation for a second appraisal shall be within a two-week window.</p>
<i>Scores</i>	<p>The Board shall ensure that the Superintendent or designee establishes procedures regarding how domain scores from first and second T-TESS appraisals will be used.</p>
Annual Appraisal	<p>District teachers shall be appraised annually.</p>
<i>Exception</i>	<p>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.</p>
<i>Less-Than-Annual Eligibility</i>	<p>In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:</p> <ol style="list-style-type: none">1. Be employed on an educator term contract;2. Be evaluated by the T-TESS;3. Be rated at least “proficient” in all domains and criteria;4. Not be new to the campus;5. Not be assigned to a campus that is rated academically “unacceptable” and/or “needs improvement;”6. Be employed by the District at least three consecutive years; and7. Agree in writing.
<i>Exception</i>	<p>If a teacher is on a leave of absence during his or her rotation cycle and is not appraised for that school year, he or she shall automatically be evaluated the year the teacher returns.</p>
<i>Frequency</i>	<p>Eligible teachers shall be appraised on a rotating basis as determined by a District process described in administrative regulations.</p> <p>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.</p>
<i>Annual Review Process</i>	<p>In the years that a T-TESS appraisal is not scheduled for an eligible teacher, the District shall conduct an annual review in accordance with a process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committees.</p>

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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.

The regular T-TESS procedures and requirements shall not apply to the annual review process.

Grievances

Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).