



**Timeline** (19 TAC 150)

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

**T-TESS Orientation**

Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction (September 1, 2021).

**Goal Setting and Professional Development Plan**

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
  - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
  - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:
  - Initially drafted in conjunction with the previous year's End-of-Year Conference;
  - Revised as needed;
  - Submitted to appraiser within the first six weeks of instruction (September 22, 2021).
- Maintained by teacher throughout the school year.
- Submitted to appraiser prior to End-of-Year Conference.

**Pre-Conference**

- After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

**Non-Observation Days**

Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required.

**Post-Conference**

Post-Conference must be conducted within 10 working days after the completion of an observation.

**Written Summary**

A written summary of the observation is provided to the teacher within 10 working days.

**End-of-Year Conference**

The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 5, 2022).

**Summative Annual Report**

A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 5, 2022).

August 2021						
S	M	TU	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
S	M	TU	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
S	M	TU	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
S	M	TU	W	TH	F	S
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19	20	21	22	23	24	25
26	27	28				

March 2022						
S	M	TU	W	TH	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2022						
S	M	TU	W	TH	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
S	M	TU	W	TH	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
S	M	TU	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
S	M	TU	W	TH	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Important Dates**

**September 1, 2021:** Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students

**September 22, 2021:** Deadline to submit initial Goal Setting and Professional Development Plan to appraiser

**May 5, 2022:** Last day for all End-of-Year Conferences to be completed

**May 5, 2022:** Last day for all Summative Annual Reports to be provided to teachers

Holiday	Workday for staff (No students)	Staff development (No students)
Inclement weather day (Staff)	Early release (Students)	

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