

2021-22 TEAM Evaluation Timeline

This document provides district, charter, and school leaders with processes, deadlines, and resources related to educator evaluation. The department will communicate additional details and any adjustments via the [TEAM website](#) and the Human Capital Update. All actions must be completed by **5 p.m. CT** on the dates listed.

Completion Date	Action	Owner(s)	Resources	Designation
June 17, 2021	TEAM evaluator certification and recertification process opens.	<ul style="list-style-type: none"> Evaluation configurators Evaluators 	<ul style="list-style-type: none"> TEAM Training Registration and Information 	Current Year (2021-22) Evaluation Implementation
June 30, 2021	Complete Evaluation Flexibility Options Survey and sign MOU for TNCompass configuration.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	<ul style="list-style-type: none"> Evaluation Flexibility Options Survey Guidance 	Current Year (2021-22) Evaluation Implementation
August 1, 2021	2021-22 school year opens to assign district-level roles and permissions in TNCompass.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	<ul style="list-style-type: none"> TNCompass User Guide 	Current Year (2021-22) Evaluation Implementation
Aug. 31, 2021	TEAM evaluator recertification process closes.	<ul style="list-style-type: none"> Evaluation configurators Evaluators 	<ul style="list-style-type: none"> TEAM Training Registration and Information 	Current Year (2021-22) Evaluation Implementation
Oct. 15, 2021	Complete 2021-22 staffing in TNCompass.	<ul style="list-style-type: none"> Evaluation configurators 	<ul style="list-style-type: none"> TNCompass User Guide 	Current Year (2021-22) Evaluation Implementation
Oct. 15, 2021	Enter final achievement measure scores (graduation rate, ACT, etc.) from 2020-21.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	<ul style="list-style-type: none"> TNCompass User Guide 	Previous Year (2020-21) LOE Generation
Nov. 1, 2021	Ensure all observations from 2020-21 are finalized and signed with PIN.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	<ul style="list-style-type: none"> TNCompass User Guide 	Previous Year (2020-21) LOE Generation

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Nov. 30, 2021	Complete portfolio teacher rostering.	<ul style="list-style-type: none"> Portfolio leads Evaluation configurators 	<ul style="list-style-type: none"> Portfolio Rostering Guidance 	Current Year (2021-22) Evaluation Implementation
Nov. 30, 2021	Complete AGM teacher rostering.	<ul style="list-style-type: none"> AGM leads Evaluation configurators 	<ul style="list-style-type: none"> AGM Resources 	Current Year (2021-22) Evaluation Implementation
Nov. 30, 2021	Complete all growth and achievement measure selections and scales for 2021-22 in TNCompass.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	<ul style="list-style-type: none"> Achievement Measure Selection Guidance 	Current Year (2021-22) Evaluation Implementation
Jan. 15, 2022	Submit request(s) for additional achievement measures and alternative growth measures to portfolios (AGMs).	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	<ul style="list-style-type: none"> Measure Approval Process 	Future Year (2022-23) Evaluation Preparation
Jan. 15, 2022	Submit request to pilot an observation model that is not currently state board-approved.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	<ul style="list-style-type: none"> Model Approval Process 	Future Year (2022-23) Evaluation Preparation
Jan. 17, 2022	Complete fall semester teacher and administrator observation entry in TNCompass.	<ul style="list-style-type: none"> Evaluators 	<ul style="list-style-type: none"> TNCompass User Guide 	Current Year (2021-22) Evaluation Implementation
Jan. 17, 2022	Identify current partial year exemptions (PYE) and enter in TNCompass.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	<ul style="list-style-type: none"> Partial Year Exemption Guidance 	Current Year (2021-22) Evaluation Implementation
Jan. 17, 2022	Ensure portfolio point A submissions are on track.	<ul style="list-style-type: none"> Portfolio leads 	<ul style="list-style-type: none"> Portfolio Resources 	Current Year (2021-22) Evaluation Implementation

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Spring 2022	Peer reviewer selections announced.	<ul style="list-style-type: none"> Portfolio leads 	<ul style="list-style-type: none"> Portfolio Resources 	Current Year (2021-22) Evaluation Implementation
Spring 2022	Ensure all growth and achievement measure selections for 2021-22 are accurate and complete.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	<ul style="list-style-type: none"> Achievement Measure Selection Guidance 	Current Year (2021-22) Evaluation Implementation
April 2022	Monitor educator portfolio submission status in Portfolium.	<ul style="list-style-type: none"> Portfolio leads 	<ul style="list-style-type: none"> Portfolio Resources 	Current Year (2021-22) Evaluation Implementation
April 1, 2022	TEAM evaluator certification process closes.	<ul style="list-style-type: none"> Evaluation configurators Evaluators 	<ul style="list-style-type: none"> TEAM Training Registration and Information 	Current Year (2021-22) Evaluation Implementation
May 2, 2022	Submit portfolios into online platform.	<ul style="list-style-type: none"> Portfolio leads Educators 	<ul style="list-style-type: none"> Portfolio Resources 	Current Year (2021-22) Evaluation Implementation
May 2, 2022	Complete AGM implementation survey and upload scores into TNCompass.	<ul style="list-style-type: none"> AGM leads 	<ul style="list-style-type: none"> AGM Resources 	Current Year (2021-22) Evaluation Implementation
June 8, 2022	Enter final observation scores (including professionalism) and available achievement measure data.	<ul style="list-style-type: none"> Evaluators 	<ul style="list-style-type: none"> TNCompass User Guide Guidance on Summative Conferences 	Current Year (2021-22) Evaluation Implementation
June 8, 2022	Finalize and enter partial year exemptions (PYE) in TNCompass.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	<ul style="list-style-type: none"> Partial Year Exemption Guidance 	Current Year (2021-22) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	Designation
June 15, 2022	Upload all observation data managed by third party vendors into TNCompass.	<ul style="list-style-type: none"> Evaluation configurators 	<ul style="list-style-type: none"> TNCompass User Guide 	Current Year (2021-22) Evaluation Implementation