

2023-24 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](#), monthly configurator emails, and department newsletters. All actions must be completed **by 5 p.m. CT** on the dates listed unless stated otherwise.

Completion Date	Action	Owner(s)	Resources	Associated TNCompass or Portfolium Reports	Designation
June 7, 2023	TEAM evaluator certification and recertification process opens .	Evaluation Configurators Evaluators	TEAM Training Registration and Information	Evaluator Credentials	Current Year (2023-24) Evaluation Implementation
July 21, 2023	Complete evaluation flexibility options form and sign MOU for TNCompass configuration.	Directors of Schools Evaluation Configurators	2023-24 Evaluation Flexibility Options Form Guidance TNCompass Evaluation Flexibility Guide		Current Year (2023-24) Evaluation Implementation
July 25, 2023	2023-24 school year opens to assign district-level roles and permissions in TNCompass.	Directors of Schools Evaluation Configurators	TNCompass User Guide	Staff Assignments	Current Year (2023-24) Evaluation Implementation
Aug 31, 2023	Team evaluator recertification process closes at 11:59 p.m. CT.	Evaluation Configurators Evaluators	TEAM Training Registration and Information	Evaluator Credentials	Current Year (2023-24) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	Associated TNCompass or Portfolium Reports	Designation
Oct. 13, 2023	Complete 2023-24 staffing in TNCompass.	Evaluation Configurators	TNCompass User Guide	Staff Assignments	Current Year (2023-24) Evaluation Implementation
Oct. 13, 2023	Enter final achievement measure scores (graduation rate, ACT, etc.) from 2022-23.	Evaluation Configurators Administrators	TNCompass User Guide	Evaluation Scores by Educator*	Previous Year (2022-23) LOE Generation
Oct. 27, 2023	Complete alternative growth measure (AGM)-URS teacher rostering.	AGM Leads Evaluation Configurators	Alternative Growth Measures		Current Year (2023-24) Evaluation Implementation
Oct. 27, 2023	Complete portfolio teacher rostering.	Portfolio leads Evaluation Configurators	Portfolio Resources <i>Teacher Roster Report (Portfolium)</i>		Current Year (2023-24) Evaluation Implementation
Dec. 1, 2023	Enter all growth and achievement measure selections/scales for 2023-24 into TNCompass.	Evaluation Configurators Administrators	Achievement Measure Selection Guidance	Growth and Achievement Measures*	Current Year (2023-24) Evaluation Implementation
Dec. 1, 2023	Ensure portfolio point A submissions are on track.	Portfolio Leads	Portfolio Resources		Current Year (2023-24) Evaluation Implementation
Dec. 15, 2023	Ensure all evaluations from 2022-23 are finalized and signed with PIN.	Evaluation Configurators Administrators	TNCompass User Guide	Evaluation Scores by Educator	Previous Year (2022-23) LOE Generation

Completion Date	Action	Owner(s)	Resources	TNCompass Reports	Designation
Jan. 15, 2024	Submit request for additional achievement measures and alternative growth measures to portfolios.	Directors of Schools Evaluation Configurators	Measure Approval Process		Future Year (2024-25) Evaluation Implementation
Jan. 15, 2024	Submit request to pilot observation model not currently state board-approved.	Directors of Schools Evaluation Configurators	Model Approval Process		Future Year (2024-25) Evaluation Implementation
Jan. 15, 2024	Complete fall semester teacher and administrator observation entry in TNCompass.	Administrator Evaluators Teacher evaluators	TNCompass User Guide	Pacing Guide	Current Year (2023-24) Evaluation Implementation
Jan. 15, 2024	Identify current partial year exemptions (PYE) and enter in TNCompass.	Evaluation Configurators Administrators	Partial Year Exemption Guidance		Current Year (2023-24) Evaluation Implementation
March 15, 2024	Ensure portfolio point B submissions are on track.	Portfolio Leads	Portfolio Resources		Current Year (2023-24) Evaluation Implementation
May 6, 2024	Deadline to submit portfolios into online platform.	Portfolio Leads Teachers	Portfolio Resources Teacher Roster Report (Portfolium)		Current Year (2023-24) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	TNCompass Reports	Designation
Spring 2024	Peer reviewer selections announced.	Portfolio Leads	Portfolio Resources		Current Year (2023-24) Evaluation Implementation
Spring 2024	Ensure all growth and achievement measure selections and any available scores for 2023-24 are accurate and complete.	Evaluation Configurators Administrators	Achievement Measure Selection Guidance	Growth and Achievement Measures*	Current Year (2023-24) Evaluation Implementation
March 31, 2024	TEAM evaluator certification process closes at 11:59 p.m. CT.	Teacher and Administrator Evaluators Evaluation Configurators	TEAM Training Registration and Information	Evaluator Credentials	Current Year (2023-24) Evaluation Implementation
April 2024	Monitor educator portfolio submission status in Portfolium.	Portfolio Leads	Portfolio Resources		Current Year (2023-24) Evaluation Implementation
June 7, 2024	Enter final observation scores (including professionalism), available achievement measures.	Administrator and Teacher Evaluators	TNCompass User Guide Guidance on Summative Conferences	Evaluation Scores by Educator*	Current Year (2023-24) Evaluation Implementation
June 7, 2024	Finalize and enter partial year exemptions (PYE) in TNCompass.	Evaluation Configurators Administrators	Partial Year Exemption Guidance		Current Year (2023-24) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	TNCompass Reports	Designation
June 14, 2024	Upload all observation data managed by third party vendors into TNCompass.	Evaluation Configurators	TNCompass User Guide		Current Year (2023-24) Evaluation Implementation

*This report will allow you to audit selections and scores in TNCompass. The Import Wizard must be used to upload growth/achievement measure selections and scores in TNCompass.