

TEACHER APPRAISAL CALENDAR 2014-2015

July	Training for Administrators held
September	Campuses provide PDAS orientation for all teachers by September 15 Administrators receive and review PDAS Teacher Self Report Form part 1 due by September 15 or three weeks from the day of completion of the PDAS orientation. PDAS observations may begin as of September 16 or three weeks from the day of completion of the PDAS campus orientation. Walk-through data may be collected on any instructional day, including the first three weeks of instruction.
October – November	Appraisers conduct formal PDAS observations and PDAS post-conferences. Cumulative/ Walk-through data for PDAS is collected and documented.
November – December	Create/ Communicate/ Document teachers placed on TINAs. Principals notify HRS of employees in potential contractual difficulties by November 21 . All TINAs must be in place by December 11 . Principals meet with HRS to review contractual difficulties December 11-18 .
January – February	All administrative growth plans should be completed by January 30 . Principals will meet with HRS to review documentation of contractual difficulties employees February 2-17 . All walk-throughs and observations should be completed by appraisers by February 27 .
April – May	Superintendent makes employment recommendations to the Board of Trustees. Teacher Self Report part 2 and 3 must be submitted to appraiser at least two weeks prior to the summative conference and no later than April 21 . Teachers must receive written PDAS Summative Reports no later than five working days before the summative appraisals. Appraisers must complete all appraisals and conduct all summative conferences with teachers no later than May 12 (15 working days before the last day of instruction for students).

DATES ON WHICH PDAS OBSERVATIONS MAY NOT OCCUR*

August 25 – September 15, 2014	January 5, 16, and 20, 2015
October 9 and 14, 2014	February 13 and 17, 2015
November 21, 2014	March 6 and 16, 2015
December 1 and 18, 2014	April 1 and 6, 2015

* Observations are not allowed on the last day of instruction before any official school holiday [19 TAC 150.1003 (d)(4)] nor are they allowed on the day after a school holiday.

ALL TEACHERS MUST BE APPRAISED EVERY YEAR

PDAS Appraisers and Second Appraisals, Rebuttals and/or Appeals Procedures

- The following Lewisville ISD campus administrative personnel will serve as PDAS Teacher Appraisers for the 2014-2015 school year:
 - All Lewisville ISD campus principals
 - All Lewisville ISD campus associate principals
 - All Lewisville ISD campus assistant principals
- A teacher may submit a written response or rebuttal at one or both of the following times:
 - after receiving a written observation summary, or any other written documentation associated with the teacher's appraisal; or
 - after receiving a written summative annual appraisal report
- Any written response or rebuttal must be submitted to the teacher's supervisor within 10 working days of receiving a written observation summary, a written summative annual report, or other written documentation associated with the teacher's appraisal.
- A teacher may request a second appraisal by another appraiser at one or both of the following times:
 - after receiving a written observation summary with which the teacher disagrees; or
 - after a written summative annual appraisal report with which the teacher disagrees.
- The second appraisal must be requested in writing to the Human Resources Department within 10 working days of receiving a written observation summary or a written summative annual appraisal report. The request for second appraisal form is available on the HR forms and documents page.
- The second appraiser shall appraise the teacher in all domains. The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains I through V. The second appraiser shall use the Teacher Self-Report Form and cumulative data from the first appraisal to evaluate other domains.
- Second appraisers shall be assigned by the Human Resources Department. All campus Assistant/Associate Principals and Principals shall serve as second appraisers as necessary.
- The scores obtained from a second appraiser shall be averaged with those of the teacher's first appraiser.
- Complaints regarding teacher appraisals shall be addressed in accordance with Board Policy DGBA (Local)