

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 | 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 | Evaluation Flexibility Options Survey Guidance | Current Year (2021-22) Evaluation Implementation |
| July 28, 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 | 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 | 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 | 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 | TNCompass User Guide | Previous Year (2020-21) LOE Generation |
| Nov. 30, 2021 | Complete portfolio teacher rostering. | <ul style="list-style-type: none"> Portfolio leads Evaluation configurators | Portfolio Rostering Guidance | Current Year (2021-22) Evaluation Implementation |
| Dec. 3, 2021 | Enter all growth and achievement measure selections/scales for 2021-22 into TNCompass. | <ul style="list-style-type: none"> Evaluation configurators Administrators | Achievement Measure Selection Guidance | Current Year (2021-22) Evaluation Implementation |
| Dec. 17, 2021 | Ensure all observations from 2020-21 are finalized and signed with PIN. | <ul style="list-style-type: none"> Evaluation configurators Administrators | TNCompass User Guide | Previous Year (2020-21) LOE Generation |

| Completion Date | Action | Owner(s) | Resources | Designation |
|-----------------|--|--|---|--|
| Jan. 15, 2022 | Submit request for additional achievement measures and alternative growth measures to portfolios. | <ul style="list-style-type: none"> Directors of schools Evaluation configurators | Measure Approval Process | Future Year (2022-23) Evaluation Preparation |
| Jan. 15, 2022 | Submit request to pilot observation model not currently state board-approved. | <ul style="list-style-type: none"> Directors of schools Evaluation configurators | 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"> Administrator evaluators Teacher evaluators | 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 | 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"> District portfolio leads | Portfolio Resources | Current Year (2021-22) Evaluation Implementation |
| Spring 2022 | Peer reviewer selections announced. | <ul style="list-style-type: none"> District portfolio leads | 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 | 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"> District portfolio leads | Portfolio Resources | Current Year (2021-22) Evaluation Implementation |
| April 1, 2022 | TEAM evaluator certification process closes . | <ul style="list-style-type: none"> Teacher evaluators Administrator evaluators Evaluation configurators | TEAM Training Registration and Information | Current Year (2021-22) Evaluation Implementation |
| May 2, 2022 | Submit portfolios into online platform. Complete AGM implementation survey and upload scores in TNcompass. | <ul style="list-style-type: none"> Portfolio leads and teachers AGM leads | Portfolio Resources AGM Resources | Current Year (2021-22) Evaluation Implementation |
| June 8, 2022 | Enter final observation scores (including professionalism), available achievement measure and AGM data. | <ul style="list-style-type: none"> Administrator evaluators Teacher evaluators | TNCompass User Guide Guidance on Summative Conferences | Current Year (2021-22) Evaluation Implementation |

| Completion Date | Action | Owner(s) | Resources | Designation |
|-----------------|--|--|---|--|
| June 8, 2022 | Finalize and enter partial year exemptions (PYE) in TNCompass. | <ul style="list-style-type: none"> • Evaluation configurators • Administrators | Partial Year Exemption Guidance | Current Year (2021-22) Evaluation Implementation |
| June 15, 2022 | Upload all observation data managed by third party vendors into TNCompass. | <ul style="list-style-type: none"> • Evaluation configurators | TNCompass User Guide | Current Year (2021-22) Evaluation Implementation |