The formal appraisal of District teachers shall be in accordance with a local appraisal system developed in compliance with statutory provisions and state rules.

District teachers shall be appraised annually as specified by the District evaluation system established by the Superintendent and his/her team. The Superintendent will specify how the evaluation system will be implemented and the timeline for appraisals in an evaluation manual and DNA(REGULATION) prior to the start of each evaluation period. This policy, DNA(REGULATION), the Board-approved appraisal calendar, and the Texas Teacher Evaluation and Support System (T-TESS) manual. Teachers will participate in the T-TESS. After July 1, 2024, participation in T-TESS may include participation in a modified T-TESS that includes fewer annual formal observations.

The District shall establish an appraisal calendar each year. The appraisal period for each teacher shall be defined as stated in the Board-approved appraisal calendar. The Board-approved appraisal calendar may provide exceptions to this policy.

Components of the appraisal system shall ensure that teachers receive appropriate guidance and feedback and, in addition to the components described in the remainder of this policy, may include, but are not limited to, a written self-assessment, formal and informal observations, classroom walk-throughs, student learning indicators, and conferences. The appraisal process shall produce a summative performance report for the teacher, signed by the teacher and appraiser, and maintained as specified in the District’s Records Management manual.

All teachers shall be assigned a primary appraiser. The primary appraiser must conduct the minimally required annual conferences and at least one formal observation. Any appraiser may conduct additional formal observations and/or formal walkthroughs. Appraisers shall be school-based administrators or other individuals who meet eligibility requirements, as specified in DNA(REGULATION), and who have undergone the requisite appraiser training and certification provided by the District.

Before conducting an appraisal, an appraiser shall be certified by the District. Completing the uniform appraiser training the District provides. The Board shall annually approve certified appraisers. Periodic appraiser recertification and training shall be required.

Teachers shall participate in initial or update appraisal training annually as specified in the evaluation manual. Board-approved appraisal calendar, DNA(REGULATION), and the T-TESS manual.
It is the teacher’s responsibility to complete appraisal training annually. and to provide evidence of training completion to the appraiser within the specified timeline. Failure to complete the appraisal training shall not impede the appraisal process.

**Conferences**

Teachers participating in T-TESS shall meet with their primary appraiser at least three times throughout the course of the school year. These comprehensive conferences shall be held near the beginning, middle, and end of the school year. After July 1, 2024, any teachers participating in a modified version of T-TESS will meet with their respective appraiser at least two times throughout the course of the school year. These comprehensive conferences shall be held near the beginning and end of the school year.

Additional conferences may be held at the request of the teacher or primary appraiser.

**Observations**

Teachers participating in T-TESS shall receive at least two formal classroom observations of at least 30 minutes in length. After July 1, 2024, any teacher participating in a modified version of T-TESS shall receive at least one formal classroom observation of at least 30 minutes in length.

The appraiser who conducted the formal observation shall provide the employee with specific, written feedback within ten working days from the date of the observation. Post-observation conferences may also be conducted at the request of either the appraiser or the teacher.

Ratings from each formal observation are included in determining a teacher’s summative performance rating.

**Walkthroughs**

Each teacher participating in T-TESS may receive one or more formal walkthroughs of at least ten minutes in length. The appraiser who conducted the formal walkthrough shall provide the employee with specific, written feedback within ten working days from the date of the walkthrough. Post-walkthrough conferences may also be conducted at the request of either the appraiser or the teacher.

Ratings from each formal walkthrough are included in determining a teacher’s summative performance rating.

**Missed Deadlines**

In the event an appraisal deadline is missed by either the teacher or the appraiser, the appraiser shall document the reason in a memorandum to the teacher and a copy shall be sent to the building principal. The appraisal process shall continue. A missed deadline shall not invalidate an appraisal document.

**Appraisal Criteria**

Teachers shall be appraised on the following two performance categories:
PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

**Instructional Practice**
Appraisers shall assess the extent to which a teacher meets a set of expectations for each of four domains:

1. Planning;
2. Instruction;
3. Learning Environment; and

**Student Performance**
Appraisers shall assess a teacher’s effectiveness using student performance measures:

**Performance Feedback and Rating**
Each teacher shall receive performance feedback in each domain of instructional practice during the end-of-year conference.

Each teacher shall receive a summative performance rating as specified in the Board-approved appraisal calendar, DNA(REGULATION), and the T-TESS manual.

**Individual Professional Development Plan**
Each teacher shall have an individual professional development plan that sets a path for professional growth. The plan shall be developed collaboratively with the teacher and their appraiser near the beginning of the school year and shall be revisited as necessary throughout the year.

**Prescriptive Plan for Assistance**
An appraiser shall create a Prescriptive Plan for Assistance (PPA) for any teacher whose job performance becomes a concern as evidenced through walkthroughs and observations aligned to the instructional practice rubric. Teachers shall acknowledge receipt of the PPA within ten working days from receipt of the plan.

The PPA form shall outline the focus areas for development, specific development activities and action steps, and expected changes in behavior or performance outcomes.

The PPA shall be considered complete when the teacher’s performance exhibits the expected change as noted by the appraiser.

**Third-Party Input**
The appraiser shall verify and document third-party information that the appraiser and/or employee want to use as cumulative data. Any documentation that will influence the employee’s annual appraisal ratings must be shared in writing with the employee within ten working days of the appraiser’s knowledge of the occurrence.

**Second Appraisal Review**
Each teacher may request a second appraisal review of their instructional practice by submitting a written request. The teacher’s
request must be submitted in writing within ten working days of receipt of the written feedback from a formal observation or formal walkthrough. The teacher may only request a second appraisal for a specific performance category once throughout a school year.

A second appraisal review for instructional practice shall require that the second appraiser conduct at least one unannounced formal observation or formal walkthrough, whichever led to the teacher’s request for a second appraisal review.

Each teacher may request a second appraisal review of their student performance. A second appraisal review for student performance shall require a review of all documents and related materials to assess the teacher in those areas.

Ratings from both the original and second appraisers shall be averaged for a final rating for the requested performance criteria under review.

The Superintendent or designee shall select the second appraiser. Teachers may request that the second appraiser have content knowledge specific to the area being taught and that assignments shall be made based upon the availability of qualified personnel.

Teacher Responses

A teacher may submit a written response or rebuttal to his or her appraiser within ten working days of receipt of a written document. The appraiser will attach the teacher’s written response to the appraisal document.

Application of Assessment Systems

All aspects of the appraisal systems shall be applied consistently and fairly to all employees. When an employee feels that any one of these procedures has been misapplied to him or her, a dispute may be filed in accordance with the Dispute Resolution Process at DGBA(LOCAL). However, unless the procedure in question was maliciously misapplied, applied in bad faith, or not applied by an appraiser, such misapplication or failure to follow the procedures shall not prevent or be any impediment to the Board or the Superintendent changing any employee’s employment status under the terms of the employment contracts, if applicable, and state and federal laws.

Complaints

Employees may present complaints regarding the evaluation and appraisal process in accordance with the District’s Dispute Resolution Process. [See DGBA(LOCAL)]

Amendment Process

The District may present suggested improvements to the appraisal process and criteria to the Shared Decision-Making Committees (SDMCs) and to the District Advisory Committee (DAC) for review on an annual basis. The SDMCs shall provide feedback on the proposed improvements to the DAC for its review and consideration.
The District’s administration shall present the recommended amendments to the Board.

**Effective Date**

This policy shall be effective as of the adoption date, August 10, 2023.