



For Teachers Who Want To Appeal Unsatisfactory Summative Rating*

State law requires that each school district provide an appeal process to allow teachers who receive a summative evaluation rating of Unsatisfactory to appeal that rating. The intent of the appeal process is to determine if the summative evaluation rating was appropriately applied. Decisions about a teacher's employment status are separate from decisions about final evaluation ratings.

The grounds for the appeal of an Unsatisfactory summative rating shall be limited to the following:

- The evaluator did not follow evaluation procedures that adhere to the requirements of statute or rule and that failure had a material impact on the final performance evaluation rating that was assigned (e.g. an observation was never completed or feedback was never shared with the Teacher).
- The data relied upon to determine the final performance evaluation rating was inaccurately attributed to the teacher (e.g. data included in the evaluation was from students for whom the Teacher was not responsible).

A teacher filing an appeal shall include all grounds for the appeal at the time the appeal is filed. The appeals process shall be voluntary for a teacher and is initiated only if she/he chooses.

The process permits a teacher to file an appeal to a summative rating of Unsatisfactory to a review panel, composed of an equal number of teachers and administrators. **The burden is on the educator to demonstrate that a rating of Needs Improvement or higher was appropriate.**

The appealing teacher shall be given the opportunity to address and provide previously shared evidence to the review panel in person or in writing.

Written appeals must be filed no later than 15 days from the receipt of the Summative rating (form on following page).

The teacher must enumerate the reasons for appealing the rating by completing the Appeals Form (following page). All documents and relevant information must be included with the appeal. Specifics as to the areas under dispute must be contained within the Appeal. These items create the record of the Appeal.

The Appeals Panel may affirm or modify. The Panel will issue a response no more than 30 business days after receipt of the Appeal.

The Panel can conduct interviews of the teacher and/or administrator. A Union Representative may attend a teacher's interview. A teacher has the right to decline the interview.

If the teacher demonstrates extenuating circumstances for being unavailable during the 15 day window for filing an appeal, the number of days will be extended by the number of days of unavailability.

The determination is final and binding. It cannot be grieved unless the process has not been followed.

The Panel shall consist of all qualified evaluators as determined by the Illinois State Board of Education. The Assistant Superintendent for Administration and Human Resources will assign 3 qualified administrators to the panel. The Moline Education Association President will assign 3 classroom teachers, who are qualified to evaluate, to the panel.