



Texas Teacher Evaluation and Support System (T-TESS) 2023-24 Appraisal Calendar

- The appraisal period for a teacher includes all the days of a teacher's contract.
- Observations during the appraisal period must be conducted during the required days of instruction for students during one school year.
- The appraisal calendar shall exclude observations in the two weeks following the completion of the T-TESS orientation in the school years when an orientation is required.
- The appraisal calendar shall indicate a period for end-of-year conferences that ends no later than 15 working days before the last day of instruction for students.

No Formal Observations on the Following Dates:

<input checked="" type="checkbox"/> August 16– August 30	(First Two Weeks of Instruction)
<input checked="" type="checkbox"/> September 1	(Last Day of Instruction Before Holiday)
<input checked="" type="checkbox"/> October 6	(Last Day of Instruction Before Holiday)
<input checked="" type="checkbox"/> November 17	(Last Day of Instruction Before Holiday)
<input checked="" type="checkbox"/> December 18-20	(Semester Exams and Last Day of Instruction Before Holiday)
<input checked="" type="checkbox"/> January 12	(Last Day of Instruction Before a Holiday)
<input checked="" type="checkbox"/> February 15	(Last Day of Instruction Before a Holiday)
<input checked="" type="checkbox"/> March 8	(Last Day of Instruction Before a Holiday)
<input checked="" type="checkbox"/> March 28	(Last Day of Instruction Before a Holiday)

Important Information and Dates:

- **First Day for formal observations: September 5, 2023** (*Late hires – 2 weeks after orientation)
 - All first year teachers and teachers new to the district shall be evaluated **during the first semester of employment.** (TISD requirement)
 - The appraisal process shall include an observation pre-conference, an announced observation of **at least 45 minutes**, and an observation post-conference. Additional announced and/or unannounced observations may be included in the appraisal process. The appraiser shall observe the beginning, middle, and end of a lesson.
 - Teachers eligible for a less-than-annual evaluation shall be appraised every three years. *Board Policy DNA (Legal) Performance Appraisal of Teachers* outlines the criteria for less-than-annual evaluations under T-TESS. (For a list of eligibility requirements, click here: [TISD Board Policy](#)).
 - Board Policy *DNA Local* provides the district with flexibility to require an annual appraisal during any given year by providing written notification to teachers who otherwise meet the eligibility for a less than annual appraisal.
- Walkthroughs may be conducted, and cumulative data may be obtained on any day and at any time during the appraisal period. Any documentation that would affect a teacher's summative appraisal ratings shall be shared with the teacher **within 10 working days.**

- The *Goal Setting and Professional Development Plan* shall be presented to the appraiser **within the first six weeks from the day of completion of the T-TESS orientation or within the first six weeks of instruction** for returning teachers **(no later than September 22, 2023)**.
- The Student Growth Goal (SLO) will be submitted to the appraiser by **October 13, 2023**. (see below for further details regarding the SLO).
- For a teacher in the first year of T-TESS appraisal or new to the district, the appraiser shall conduct a Goal Setting and Professional Development Conference **prior to the teacher submitting the plan** to the appraiser. After a teacher's first year of T-TESS appraisal within the district, an observation pre-conference is required **prior to announced observations**.
- The **observation post-conference** shall be conducted **within 10 working days** after the completion of an observation. The observation post-conference shall include a written report of the rating of each dimension that is observed. The written report is presented to the teacher only after a discussion of the areas of reinforcement and areas for refinement. **(TISD recommendation is that the post-conference occurs within two working days)**.
- **Last day for formal observations: March 22, 2024.**
- **End-of-Year Conferences** shall be conducted **no later than April 12, 2024**.
- **A Written Summative Annual Appraisal Report** shall be provided to the teacher **within 10 working days** of the conclusion of the end-of-year conference and **no later than April 26, 2024**.
- **Student Learning Objectives (SLO)** will be reviewed following completion of EOY data collection.
- Principals must submit completed appraisals to the Human Resources Department by **May 17, 2024**.

T-TESS New Tiger Orientation (Early and Late Hires):

- All staff members hired prior to the staff start date will receive a T-TESS orientation during the New Tiger Orientation week with Instructional Services.
- Any staff hired after the T-TESS orientation during New Tiger week will be provided a T-TESS orientation by their appraiser within **two weeks of their hire date**. (Instructional Services will provide an orientation presentation for use with teachers hired after the school start date).
- The appraiser will provide the teacher with the orientation and directions to begin the appraisal process by **scheduling a goal setting conference with the teacher within two weeks of the orientation**.
- The appraisee will complete the *Goal Setting and Professional Development Plan* **within six weeks following the date of the orientation and/or within four weeks of the goal setting conference**.
- If the staff member is hired during the **first semester and prior to October 30**, the standard timeline for a teacher in the first year of T-TESS or new to the district will be followed and **the appraisal should be completed prior to the end of the first semester**.
- If the staff member is hired **after October 30 or during the second semester**, the **standard timeline for all appraisals will be followed**.

Student Learning Objective (SLO) Process

Process Step	Timeline/Due Dates	Description
Teaching and Orientation	August	<ul style="list-style-type: none"> • Training on SLO Process
Student Learning Objective (SLO) Initial Student Skill Profile Level Year-Long Course and Fall Semester-Long Course Initial Student Skill Profile Level Spring Semester-Long Course	Submission Due Dates: October 13, 2023 (Year Long/Fall Semester-Long) February 5, 2024 (Semester-Long Course)	<ul style="list-style-type: none"> • Evaluator and teacher review and agree on SLO statement, initial skill profile, and target skill profile • Teacher creates SLO in Edugence and submits for approval <ul style="list-style-type: none"> ○ Initial Student Skill Profile Level ○ Targeted Student Skill Profile Growth Goal
Teacher Defined Progress Check-Ins 1, 2, and 3		
Student Learning Objective Progress Check-In #1	<i>Year Long Course:</i> Oct-Dec 1, 2023 <i>Semester Course: FALL</i> Oct-Nov 10, 2023 <i>Semester Course: SPRING</i> Feb-March 28, 2024	<ul style="list-style-type: none"> • Teacher assesses and records in SLO portfolio for Progress Check-In #1
Student Learning Objective Progress Check-In #2	<i>Year Long Course:</i> Dec-Feb 2, 2024 <i>Semester Course: FALL</i> Nov-Dec 20, 2023 <i>Semester Course: SPRING</i> April-May 17, 2024	<ul style="list-style-type: none"> • Teacher assesses and records in SLO portfolio for Progress Check-In #2
Student Learning Objective Progress Check-In #3	<i>Year Long Course:</i> Feb-March 28, 2024 <i>Semester Course: FALL-N/A</i> <i>Semester Course: SPRING-N/A</i>	<ul style="list-style-type: none"> • Teacher assesses and records in SLO portfolio for Progress Check-In #3
Student Learning Objective Progress Check-In #4	<i>Year Long Course:</i> April-May 17, 2024 <i>Semester Course: FALL-N/A</i> <i>Semester Course: SPRING-N/A</i>	<ul style="list-style-type: none"> • Teacher assesses and records in SLO portfolio for Progress Check-In #4
End of Year Review		
End of Year Data Review	May 2024	<ul style="list-style-type: none"> • Teacher reviews and reflects on student growth goals and student growth outcomes • Teacher completes EOY Student Skill Profile Level • Teacher determines if each student <ul style="list-style-type: none"> ○ Did Not Grow ○ Met Expected Growth ○ Exceeded Expected Growth