
Note: This document aligns with the appraisal practices recommended by the Texas Education Agency (TEA) for the [Texas Teacher Evaluation and Support System \(T-TESS\)](#)¹, as described at the TEA site.

TEA's [Guidance on Student Growth in T-TESS](#)² will help you make determinations about student growth in teacher appraisals.

Teacher Appraisal System

T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.

T-TESS is composed of two components: the domains and dimensions of the T-TESS rubric and the performance of a teacher's students as measured by a student growth measure determined by the District.

Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.

Self-Assessment and Goal-Setting

The teacher self-assessment, goal-setting, and professional development processes are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance and academic growth.

Each teacher will review data and reflect on his or her professional practice, including reviewing the domains, dimensions, and descriptors of the T-TESS rubric.

A teacher who is new to the District or who is in the first year of the appraisal process will receive an orientation and will be guided through the self-assessment and goal-setting process to establish a professional development plan. Within six weeks of completing the orientation, a teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals on the Teacher Self-Assessment and Goal-Setting Form, and the appraiser will schedule an in-person, goal-setting conference with the teacher. After the conference, the teacher will submit his or her approved Goal-Setting and Professional Development Plan to the appraiser.

A returning teacher will review the goal(s) and professional development plan established at the end-of-year conference to determine whether changes are needed. The teacher will submit to the

appraiser his or her approved Goal-Setting and Professional Development Plan within the first six weeks of the school year.

Implementation of
Goals

Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional supports.

[Align information below to meet District expectations and practices.]

Pre-Conference

The purpose of a pre-conference is for the appraiser and teacher to mutually discuss the upcoming formative observation with a focus on the interrelationships between planning, instruction, the learning environment, and student outcomes. The pre-conference will be conducted within ten working days of an announced observation.

The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instructional objective(s) are met.

Formal Observation

The teacher will be formally observed in the classroom one time, unless the appraiser deems additional observations to be necessary. A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.

By mutual, written consent between the appraiser and the teacher, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.

Each teacher may have additional observations or walk-throughs that provide actionable, timely feedback, which will allow the teacher to make efficient and contextual professional development choices to help refine practice. If data gathered during the additional observation or walk-through will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional observation or walk-through.

Notice

The formal observation for a teacher's appraisal will be announced by date and time.

	The District will establish an appraisal calendar each year, and provide the calendar to teachers within the first three weeks of the first day of instruction.
Post-Conference	The formal observation will include an in-person post-conference within ten working days of the observation. If the teacher has additional observations or walk-throughs that will impact the appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional observation or walk-through. The overall purpose of the post-conference is to provide a teacher an opportunity to self-reflect on the execution of his or her lesson, including the impact on student performance. The results will be used to inform and guide the teacher regarding future practices and growth.
End-of-Year Conference	The end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. End-of-year conferences are mandatory. Each teacher will provide his or her appraiser with an update regarding the professional goals and development plan that were developed at the beginning of the year.
Preliminary Goal Setting, Planning for Following School Year	The appraiser and teacher will discuss how the current year self-assessment and goal-setting process will continue into the next school year for continuous improvement, including professional development to support learning.
Summative Annual Appraisal Report	A written summative annual appraisal report will be provided to the teacher within ten working days of the conclusion of the end-of-year conference. The report will be shared with the teacher no later than 15 working days before the last day of instruction for students. The written summative annual appraisal report will be placed in the teacher's personnel file by the end of the appraisal period.
Appraisal Rating	The District will provide individual ratings for each of the 16 dimensions of the T-TESS rubric and an individual rating for student growth.
Appraiser	Each teacher will be appraised by a certified appraiser. If the certified appraiser is not the teacher's supervisor, the appraiser will be selected from the list of certified appraisers approved by the Board.
Second Appraiser	

In accordance with 19 Administrative Code 150.1004, a teacher may request a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal by another certified District appraiser, the second appraiser will be determined in accordance with the following:

- The second appraiser should be a campus administrator (other than the assigned appraiser) serving at the teacher's home campus. If such an arrangement is not appropriate, the superintendent or designee will appoint one of the board approved appraisers to serve as the second appraiser.

**Teacher Response
and Rebuttal**

In accordance with 19 Administrative Code 150.1004(a), a teacher may submit a written response or rebuttal at the following times:

- For Domains I, II, or III, after receiving a written observation summary or any other written documentation related to the rating of those three domains; or
- For Domain IV, after receiving a written summative annual appraisal report.

Any written response or rebuttal must be submitted within ten working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.

A teacher may not submit a written response or rebuttal to a written summative annual appraisal report for the ratings in Domains I, II, or III if the ratings are based entirely on observation summaries or written documentation already received by the teacher earlier in the appraisal year for which the teacher already had the opportunity to submit a written response or rebuttal.

**Less-Than-Annual
Appraisals**

In accordance with DNA(LOCAL), certain teachers are eligible for less-than-annual appraisals.

*Less-Than-Annual
Eligibility*

In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Have been employed by the District for at least three consecutive years;
3. Have served at the current campus for at least one year;

4. Have received summative ratings of at least proficient on 12 of the 16 dimensions; and
5. Be assigned to a campus that received a rating of “Met Standard” the previous year.

Frequency

Eligible teachers shall be appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher’s supervisor shall have the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule.

Grievances

Complaints regarding a teacher appraisal should be addressed in accordance with DGBA(LOCAL).

¹ Texas Teacher Evaluation and Support System (T-TESS): <https://teachfortexas.org/>

² *Guidance on Student Growth in T-TESS*: https://teachfortexas.org/Resource_Files/Additional_Resources/Guidance_on_Student_Growth_in_T-TESS.pdf