Educator Evaluation Timeline
Non-Professional Status (NPS) & Professional Status Educators on One-Year Plans

Activity	Completed On or Before:
1. System-wide and school-based initiatives distributed to educators: - Strategic District Improvement Plan (priority system-wide initiatives), - curriculum areas of focus, - school improvement plan, - District Curriculum Accommodation Plan (DCAP), and/or - DESE rubrics	End of 1st week of school
2. List of evaluator/educator with primary evaluator and other observers (including supervising evaluator)	End of 1st week of school
3. Evaluative observations based on rubric may begin during 2nd full week of school	n/a
4. Evaluator meets with educators to assist in self-assessment and goal setting process, if requested.	10/1
5. Educator submits self-assessment, proposed goals, and Educator Plan to evaluator	10/15
6. Evaluator meets with educator in teams or individually to review Educator Plan, if needed. Educator Plan may be established at Summative Evaluation Report meeting in prior year. - within 5 days, the educator may submit a written response - within 5 days from the receipt of educator's response, the evaluator approves the Educator Plan	10/30
7. Evaluator should complete first evaluative observation of each educator **in new cycle** with written feedback to educator within 5 days of observation	11/15
8. Educator submits evidence on standards and/or progress toward goals *or 4 weeks prior to Formative Assessment Report date established by evaluator	1/7
9. Evaluator should complete mid-cycle Formative Assessment Report	1/30
10. Evaluator holds Formative Assessment Meeting if requested by either evaluator or educator	2/13
11. Evaluator observes at least one full lesson with a written follow-up and conversation with educator **in their first year of employment**	5/1
12. Educator submits additional evidence on standards and progress toward goals *or 4 weeks prior to Formative Evaluation Report date established by evaluator	4/16*
13. Evaluator submits Summative Evaluation Report and meets with educators whose overall ratings are NI or U *within 5 days the educator submits the signed Evaluation Report and may also submit a written response	5/14*
14. Evaluator submits Summative Evaluation Report to educators whose overall ratings are P or E. A meeting may occur at the request of the evaluator or educator *within 5 days the educator submits the signed Evaluation Report and may also submit a written response	5/29*

Notes:
- The timeline for Educators on Plans of less than one year will be established in the Educator Plan
- The reference to days means school days
- If completion dates fall on a non-school day, prior check in with evaluator/evaluate is suggested

Summer 2023