IRVING INDEPENDENT SCHOOL DISTRICT

T-TESS TIMELINE

2026-2027

IRVING
Independent School District

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Introduction

The Texas Teacher Evaluation and Support 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.

Components of the appraisal process, such as classroom observations and walk-throughs, are conducted to ensure that teachers receive appropriate guidance. Each teacher will be appraised by a certified appraiser. Employees on a teacher pay scale and with instructional job duties will be appraised with T-TESS. Human Resources will collaborate with the supervisors to determine the primary appraiser for itinerant teachers.

While the information found in this guide is not exhaustive, it outlines key details in the T-TESS appraisal process in accordance with Board Policy and the T-TESS Appraiser Handbook.

T-TESS Basics

T-TESS Timeline

Non-certified instructional employees (TCS/Interims) require a full T-TESS appraisal and training.

Deadline	Action Needed
Aug 4 - 10	T-TESS Training[1] ● *Teachers* - T-TESS Training ● *Late Hires* - Complete training/orientation within 30 days of start date.[2]
September 23	*Returning Teachers* - Submit BOY Self-Assessment and approved Goal Setting and Professional Development [GSPD] into Eduphoria
October 14	New Teachers - Submit BOY Self-Assessment and approved Goal Setting and Professional Development [GSPD] into Eduphoria *Note*: A GSPD Conference is required for a teacher in the first year of appraisal under T-TESS and for teachers new to the district prior to submission of goals.
Pre-Conference must be completed before continuing to next actions	
December 9	Completion of formal observations for probationary teachers.
March 1	Teachers employed after this date will not be appraised until the subsequent school year.
March 11	Completion of all formal T-TESS observations.
Post-Conference must be completed [within ten working days following formal observation] before continuing to next actions	
April 21	Last day to Complete End-of-Year Conferences
May 5	Teacher marks the current year's goals as complete
May 5	Written Summative Report provided to the teacher *Note*: Must occur within 10 business days after End-of-Year conference
May 21	All T-TESS appraisal process tasks finalized in Eduphoria [evaluations and supporting documentation must be completed and signed on, or before this date].

Formal T-TESS observations may not be conducted on the following days:

- ➢ During the two weeks following the day of completion of T-TESS training and orientation
- ➢ During the administration of standardized tests
- ➢ On the days prior to and after any school holiday as dictated by the District calendar
- ➢ On any Early Release days as dictated by the District calendar

[1] T-TESS Training must be completed within the first three weeks of school and at least two weeks before the first observation.

[2] Late hires must enter their Goal Setting and Professional Development [GSPD] within six weeks from the date of orientation completion.

[3] Before the Formal T-TESS Observation occurs, the following items must be completed: (1) The teacher's GSPD must have been approved and submitted in Eduphoria; (2) For New Teachers, the formal observation must be completed at least two weeks after completing T-TESS Orientation.

T-TESS Structure

Policy DNA

Orientation, Goal Setting, & Professional Development Plans

A teacher who is new to the District or who is in the first year of the appraisal process will receive a T-TESS 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 two targeted goals on the Teacher Self-Assessment and Goal-Setting Form [the teacher's supervisor will be able to provide specific guidance with respect to locating and completing these forms] and schedule an in-person goal-setting conference with his or her appraiser. 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 two goals and professional development plan established at the end-of-year conference of the previous T-TESS cycle 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.

Pre-Observation Conference

The purpose of a pre-observation conference is for the appraiser and teacher to mutually discuss the upcoming formative observation, focusing on the interrelationships between planning, instruction, the learning environment, and student outcomes.

Formal Observation

The formal observation will be preceded by a pre-conference. The specific date and class period for the formal observation will remain unannounced.

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. Each teacher will receive multiple walk-throughs per school year.

The District will establish an appraisal calendar each year and provide the calendar to teachers within the first three weeks of the school year.

Post-Conference

Following the formal observation, the appraiser will schedule a post-conference with the teacher within ten working days of the observation. The post-conference is intended to be diagnostic and prescriptive in nature and must include a written report of the rating of each dimension observed which is presented to the teacher only after a discussion of the areas for reinforcement and areas for refinement. Additionally, the post-conference can allow for, at the discretion of the appraiser, a revision to an area for reinforcement or refinement based on the post-conference discussion with the teacher.

Irving ISD End-of-Year Conference

The end-of-year conference must be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. The end-of-year conference shall focus on:

- The data and evidence gathered throughout the appraisal year
- The teacher's efforts as they pertain to Domain IV
- The results of the performance of teachers' students, when available.

During the end-of-year conference, 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. In order to begin planning for the subsequent school year, following the end-of-year conference, 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 Report

A written summative annual appraisal report shall be shared with the teacher no later than 15 working days before the last day of instruction for students and within ten working days from the end-of-year conference. The written summative annual appraisal report shall be placed in the teacher's personnel file by the end of the appraisal period.

Cumulative Data

The certified appraiser is responsible for the documentation of cumulative data. Any third-party information from a source other than the certified appraiser that the certified appraiser wishes to include as cumulative data shall be verified and documented by the certified appraiser. Any documentation that will influence the teacher's summative annual appraisal report must be shared in writing with the teacher within ten working days of the certified appraiser's knowledge of the occurrence. The principal shall also be notified in writing of the cumulative data when the certified appraiser is not the teacher's principal.

Appeals Process

Policy DNA

Teacher Response and Rebuttal

A teacher may submit a written response or rebuttal 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 submit a written response or rebuttal at the following times:

- For Domains I, II, and III, after receiving a written observation summary or any other written documentation related to the ratings of those three domains; or
- For Domain IV and for the performance of teachers' students, as defined in 19 Administrative Code 150.1001(f)(2), 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.

Request for Second Observation

A teacher may request a second appraisal within ten working days of receiving a written observation summary. The request must be made in writing, via Irving ISD email account, to the campus principal and to HumanResourcesDirectors@IrvingISD.net. If there is not sufficient time for the observation to be completed during the appraisal period, a requested observation by a second appraiser is to be conducted as soon as possible after the end of the appraisal period.

A teacher may not request a second appraisal by another certified appraiser in response to a written summative annual appraisal report for the ratings of dimensions in Domains I, II, and III if those 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 request a second appraisal.

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 may be a principal, an assistant principal, an instructional facilitator, or a central administrator.
- The second appraiser will be selected by the Human Resources Directors.
- The ratings from the second appraisal will be placed in the employee's personnel file with the ratings from the first appraisal.

Please note that a teacher may be given advance notice of the date or time of a second appraisal, but advance notice is not required.