

Crowley ISD  
T-TESS Appraisal Calendar Timelines  
2016-2017

<u>Date</u>	<u>Event or Requirement</u>
August 19, 2016	Deadline for T-TESS Orientation to be conducted at each campus (per local guideline). Principals will lead this training.  For late hires: Orientation must be provided two weeks prior to any formal observation and conducted in a fact-to-face setting during the first year of implementation.
Aug. 22-Sept. 23, 2016	Goal Setting and Professional Development Conferences conducted.  <u>*For a teacher in the first year of appraisal under T-TESS or teachers new to the district a Goal- Setting and Professional Development Plan conference is required prior to the teacher submitting the plan to the teacher's appraiser.</u>
September 30, 2106	Deadline for Goal-Setting and Professional Development Plans to be submitted to appraiser.
November 11, 2016	Deadline for scheduled observation for all zero year teachers or teachers new to CISD.
February 17, 2017	Deadline for all scheduled observations to be completed
April 7, 2017	Suggested deadline for completion of all scheduled and unscheduled formal observations to allow adequate preparation for summative conferences to occur before mandatory deadline.
May 10, 2017	Deadline for completion of all end-of-year conferences to be conducted and Summative Annual Appraisals to be given to teachers.  *Written Summative Annual Appraisal must be given to teacher within 10 days following the end-of-year conference.

Important Notes:

- Teachers should expect documented walk-throughs and informal observations by administrators throughout the contract period.
- Formal observations will not be conducted on the following dates:
  - August 22 through September 2, 2016
  - November 18 and November 28, 2016
  - December 22, 2016 through January 10, 2017
  - March 10 and March 20, 2017
  - Days the campus is administering state-mandated assessments or semester exams.
- Calendar and process is defined by TAC 19 Chapter 150, CISD Board Policy and Administrative Regulation