

**APPENDIX D – SAMPLE EVALUATION CALENDAR**

<b>Approximate Time Line</b>	<b>Activity</b>	<b>Persons</b>
<u>First School Faculty Meeting</u>	Pre-Disseminate guidelines, processes, time lines, etc., to all certificated staff. Disseminate list of first conference for evaluators and evaluatees. (optional)	Bldg. Admin Bldg. Admin
<u>By Week 5</u>	Evaluatees to notify building administrators of desired additional evaluators (if any).	Evaluatees
<u>By Week 6</u>	Evaluators to provide evaluatees with the Personnel Planning and Evaluation Statement forms.	Evaluators
<u>By Week 7</u>	Evaluators to hold first conference with evaluatees to finalize the Personnel Planning and Evaluation Statements.	Evaluators & Evaluatees
<u>By Week 14</u>	First observations are to be completed and conferences held with written comments.	Evaluators & Evaluatees
<u>By Week 15</u>	If needed, conferences are to have taken place to assess & implement "Plan of Assistance".	Evaluators & Evaluatees
<u>By Week 16</u>	Evaluations due in Human Resources Office on first semester temporary teachers (if any).	Evaluators
<u>By Week 26</u>	Evaluation data due from Probationary, (Probationary, Temporary, & Other Non-Permanent) to evaluators.	Evaluatees & Non-permanent Employees
<u>By Week 27</u>	Second (final) conferences to be completed for all Probationary, Temporary, and other Non-Permanent employees.	Probationary, Temporary, & Non-Permanent Employees
<u>By Week 28</u>	Final evaluations for all Probationary, Temporary and other Non-Permanent employees due in Human Resources Office. or unit administrators to accompany evaluations recommending reemployment or dismissal of Probationary, Temporary, and/or other Non-Permanent employees.	Evaluators
<u>By Week 30</u>	Second (final) conferences to be completed for all permanent employees scheduled for evaluation.	Evaluators and Evaluatees
<u>By Week 36</u>	Final Confidential Evaluation Reports for permanent employees delivered to Personnel Office. Copies given to employees no later than the end of week 36.	Evaluators
<u>By Week 40</u>	Final evaluation data due to evaluators from evaluatees for their files.	Evaluatees

