

**Educator Evaluation Timeline**  
**Professional Status (PS) Educators on Two-Year Plans**

<b>Activity</b>	<b>Completed On or Before:</b>
1. System-wide and school-based initiatives distributed to educators: - <a href="#">Strategic District Improvement Plan</a> (priority system-wide initiatives), - curriculum areas of focus, - school improvement plan, - <a href="#">District Curriculum Accommodation Plan</a> (DCAP), and/or - <a href="#">DESE rubrics</a>	End of 1 <sup>st</sup> week of school
2. List of evaluator/educator with primary evaluator and other observers (including supervising evaluator)	End of 1 <sup>st</sup> week of school
3. Evaluative observations based on rubric may begin during 2 <sup>nd</sup> full week of school	n/a
4. Evaluator meets with educators in Year 1 of their cycle to assist in self-assessment and goal setting process if necessary	10/1
5. Educator in Year 1 of evaluation cycle submits self-assessment, proposed goals, and Educator Plan to evaluator. If necessary, educator in Year 2 of cycle reviews self-assessment, proposed goals, and Educator Plan with 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 Year 1 with written feedback to educator within 5 days of observation	11/15
8. Evaluator communicates to individuals on Year 2 and eligible for a "lighter year" if it is foreseeable that a rating or ratings may change to a NI or U status	1/1
9. Educator submits evidence on standards and/or progress toward goals (not necessary in Year 2 if ratings on formative assessment ratings were P or E and there is no indication of a change in ratings for Year 2 evaluation) *or 4 weeks prior to Year 1 Formative or Year 2 Summative Evaluation Report date established by evaluator	4/16*
10. Evaluator submits Year 2 Summative Evaluation Report and Meets with educators whose overall rating is NI or U *within 5 days the educator submits the signed evaluation document and may also submit a response	5/14*
11. Evaluator submits Year 1 Formative Evaluation Report and meets with educators whose overall rating is NI or U *within 5 days the educator submits the signed Evaluation Report and may also submit a written response	5/29*
12. Evaluator submits Year 2 Summative Evaluation Report to educators whose 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
- A retiree who submits formal notice prior to Sept. 30 of final year will be exempt from the evaluation process for that last year of service