



## Texas Principal Evaluation & Support System (T-PESS) APRAISAL CALENDAR 2016-2017



Timeline	Activity and Description	Form / Document	Responsibility of	
			Appraiser	Administrator
<b>No later than September 13, 2017</b>	<p style="text-align: center;"><b>T-PESS Orientation</b></p> <p>New campus administrators attend comprehensive training service center.</p> <p>Returning administrators receive annual review of evaluation system.</p> <p>TPESS review will encompass an overview of materials, process (timelines) and expectations.</p>	<ul style="list-style-type: none"> <li>• Administrator Appraisal Calendar</li> <li>• T-PESS FAQs</li> <li>• T-PESS Documents</li> <li>• Verification of Orientation</li> </ul>	<b>X</b>	
<b>No later than September 20, 2017</b>	<p style="text-align: center;"><b>Self-assessment, Professional Goal Setting and Formative Document</b></p> <p>Campus administrators self-assess and complete the Self-assessment Form. Appraiser also pre-assesses administrators. Campus administrator submits 1-3 <u>draft</u> goals (based on identified areas on the T-PESS Rubric, Campus Improvement Plans, District Priorities, etc.) and completes the Beginning-of-the-year Goal Setting Form.</p>	<ul style="list-style-type: none"> <li>• Principal Self-Assessment and Appraiser Pre-Assessment</li> <li>• Beginning-of-the year Goal Setting Form</li> </ul>	<b>X</b>	<b>X</b>

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<b>Sept. 5 - 29, 2017</b>	<p><b>Pre-evaluation/Formative Conference</b></p> <p>Campus administrators meet with their appraiser in a formative conference to discuss the administrator's self-assessment and to finalize goals. Finalizing goals includes identifying the appropriate performance standard associated with the goal, identifying the data, evidence, and documentation used to assess goal attainment, reviewing state and local policy related to evaluations, signing and dating appropriate forms.</p> <p>Goals should be specific, measurable, attainable, realistic, and timely.</p>	<ul style="list-style-type: none"> <li>Principal Professional Development Plan</li> <li>Beginning-of-the year Goal Setting Form</li> </ul>	X	X
<b>First Semester</b>	Monitoring of Campus Improvement Plans and campus walkthroughs by appraisers.	<ul style="list-style-type: none"> <li>Notes</li> </ul>	X	
<b>Dec. 4, 2017 - Jan. 19, 2018</b>	<p><b>Mid-year Progress Monitoring Conference</b></p> <p>Each campus administrator will meet with his/her appraiser to review progress on professional goals and discuss progress toward goal attainment using the principal self-assessment rubric.</p> <p>Goal action plans may be modified at this time if appropriate.</p> <p>Midyear progress form is completed.</p>	<ul style="list-style-type: none"> <li>Principal Self-assessment Rubric</li> <li>Mid-year Progress Form</li> </ul>	X	X

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<b>Second Semester</b>	Continued monitoring of Campus Improvement Plans and campus walkthroughs by appraisers.	<ul style="list-style-type: none"> <li>Notes</li> </ul>	X	X
<b>March 22 - April 19, 2018</b>	<p><b>Consolidated Performance Assessment</b></p> <p>Campus administrators submit concise artifacts, evidence, and information to appraiser to support campus administrator's achievement of the annual performance goals. This process is not intended to be a portfolio. The Consolidated Performance Assessment is due to the administrator at least one week prior to the scheduled date for the End-of-Year Performance Conference.</p>	<ul style="list-style-type: none"> <li>Artifacts, evidence, and information collected by campus administrator</li> </ul>		X
<b>April 2 - April 30, 2018</b>	<p><b>End-of-year Performance Conference</b></p> <p>Appraiser and administrator <u>shall meet face-to-face</u> to finalize performance ratings and to assess goal attainment. The appraiser may request additional information prior to the conference to determine the administrator's performance ratings.</p> <p>Ratings will be based on qualitative, quantitative, and anecdotal evidence identified in the pre-evaluation and mid-year conferences. If the appraiser can determine a final rating, the appraiser and campus administrator should sign the Principal Summary Rating Form and the End-of-Year Goal Attainment Form. A final Evaluation and Goal Setting Conference must be held when either the Principal Summary Rating Form or End-of-Year Goal Attainment Form cannot be completed.</p>	<ul style="list-style-type: none"> <li>End-of-year Goal Attainment Form</li> <li>Principal Record of Activities (optional)</li> <li>Principal Summary Rating Form</li> </ul>	X	

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<p><b>May 21 - June 20, 2018</b></p>	<p><b>Final Evaluation and Goal Setting Conference (*If necessary)</b></p> <p>Appraiser may reconsider evaluation ratings after the End-of Year Performance Conference as appropriate to ensure all relevant performance information is considered.</p> <p>If the Principal Summary Rating form could not be completed at the End-of Year Performance Conference, the appraiser will schedule a Final Evaluation and Goal Setting Conference.</p> <p>The appraiser and campus administrator will discuss additional information needed to complete the Principal Summary Rating form.</p> <p>The appraiser and campus administrator will draft new professional goals for the next school year and identify any supports that may be necessary to achieve those goals.</p> <p>All forms should be finalized and signed at this conference. The appraiser has the responsibility of determining final overall performance ratings.</p>	<ul style="list-style-type: none"> <li>Principal Summary Rating Form</li> </ul>	<p>X</p>	