

**UNION COUNTY PUBLIC SCHOOLS**  
**2021-2022 Timelines for Evaluation Procedures**  
**NC Educator Effectiveness System (NCEES)**  
**(Teachers and Support Staff)**

**NCEES Orientation and Training Links**

NCEES Orientation Link for Teachers: <a href="https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/beginning-of-year-orientation">https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/beginning-of-year-orientation</a>
NCEES Orientation Link for Support Staff: <a href="https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/support-staff">https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/support-staff</a>
NCEES Orientation Link for Principals and Assistant Principals: <a href="https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/principals">https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/principals</a>

Timelines	<p style="text-align: center;"><b><u>Comprehensive Plan</u></b>  <b><u>(AUDIT ALERT)</u></b></p> <p>NCDPI will be auditing evaluation activities of Beginning Teachers on the Comprehensive Plan for the 2021-2022 school year. Areas that are not in compliance will be cited in the NCDPI Monitoring Report to the Superintendent.</p>	Standard Plan	Abbreviated Plan
<p><b><u>Within the first ten days of reporting to work for the 2021-2022 school year on the Year-round, UCEC, or Traditional Academic Calendar</u></b></p> <p>Regardless of when the employee reports to work, he or she should receive an orientation within the first ten days.</p>	<ul style="list-style-type: none"> <li>• <b>NCEES Orientation and Training</b></li> </ul> <p><b>Note:</b> Refer to the links above for supporting documents and information.</p> <p><b>Note:</b> The signature stamp for the orientation and training components must be entered by the BT/employee in NCEES within the first ten days of reporting to work.</p>	<ul style="list-style-type: none"> <li>• NCEES Orientation and Training</li> </ul> <p><b>Note:</b> Refer to the links above for supporting documents and information.</p>	<ul style="list-style-type: none"> <li>• NCEES Orientation and Training</li> </ul> <p><b>Note:</b> Refer to the links above for supporting documents and information.</p>

<p><b>By September 30, 2021</b></p>	<p><b>Must be conducted by the Principal for beginning teachers</b></p> <ul style="list-style-type: none"> <li>• PDP Initial Review</li> <li>• Pre-Observation Conference</li> <li>• Observation 1 (minimum of 45 minutes or an entire lesson)</li> <li>• A Post-Conference must occur <u>within ten days</u> of the observation to meet compliance as verified by the date stamp in NCEES.</li> </ul> <p><b>Note:</b> BT, Mentor, and administrator signatures are required for the PDP Initial, Mid-Year, and End-of-Year Review to meet compliance.</p>	<ul style="list-style-type: none"> <li>• PDP Initial Review</li> </ul>	<ul style="list-style-type: none"> <li>• PDP Initial Review</li> </ul>
<p>By October 29, 2021</p>		<ul style="list-style-type: none"> <li>• Observation 1 with Pre-Conference</li> <li>• Post-Conference within ten days of the observation</li> </ul>	
<p>By November 19, 2021</p>	<ul style="list-style-type: none"> <li>• Observation 2 (minimum of 45 minutes or an entire lesson)</li> <li>• A Post-Conference must occur <u>within ten days</u> of the observation to meet compliance as verified by the date stamp in NCEES.</li> </ul>		<ul style="list-style-type: none"> <li>• Observation 1</li> <li>• Post-Conference within ten days of the observation</li> </ul>

By January 14, 2022	<ul style="list-style-type: none"> <li>• <b>Peer Observation (minimum of 45 minutes or an entire lesson)</b></li> <li>• <b>A Post-Conference must occur <u>within ten days</u> of the observation to meet compliance as verified by the date stamp in NCEES.</b></li> </ul> <p><b>Note:</b> The peer observer must be someone other than the BT’s mentor.</p>		
By February 25, 2022	<ul style="list-style-type: none"> <li>• <b>Observation 3 (minimum of 45 minutes or an entire lesson)</b></li> <li>• <b>A Post-Conference must occur <u>within ten days</u> of the observation to meet compliance as verified by the date stamp in NCEES.</b></li> <li>• <b>PDP Mid-Year Review</b></li> </ul> <p><b>Note:</b> BT, Mentor, and administrator signatures are required for the PDP Initial, Mid-Year, and End-of-Year Review to meet compliance.</p>	<ul style="list-style-type: none"> <li>• Observation 2</li> <li>• Post-Conference within ten days of the observation</li> <li>• PDP Mid-Year Review</li> </ul>	<ul style="list-style-type: none"> <li>• PDP Mid-Year Review</li> </ul>
By March 30, 2022	<ul style="list-style-type: none"> <li>• <b>PDP End-of-Year Review</b></li> </ul> <p><b>Note:</b> BT, Mentor, and administrator signatures are required for the PDP</p>		

	<p>Initial, Mid-Year, and End-of-Year Review to meet compliance.</p> <ul style="list-style-type: none"> <li>• <b>Summary Evaluation</b></li> <li>• <b>Summary Post-Conference within ten days</b></li> </ul>		
<b>By April 29, 2022</b>		<ul style="list-style-type: none"> <li>• PDP End-of-Year Review</li> </ul>	<ul style="list-style-type: none"> <li>• PDP End-of-Year Review</li> </ul>
<b>By May 13, 2022</b>		<ul style="list-style-type: none"> <li>• Observation 3</li> <li>• Post-Conference within ten days of the observation</li> <li>• Summary Evaluation with Post-Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Observation 2</li> <li>• Post-Conference within ten days of the observation</li> <li>• Summary Evaluation with Post-Conference</li> </ul>
	<p><b><u>The Comprehensive Plan should be used for the following:</u></b></p> <p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>• Beginning Teachers</li> <li>• Initially Licensed Teachers</li> <li>• Lateral Entry Teachers</li> <li>• Residency Licensed Teachers</li> </ul> <p><b><u>Support Staff</u></b>            Counselors, CTE Coordinators, Instructional Technology Facilitators, Leadership Specialists, Media Coordinators, Nurses, Occupational Therapists, Psychologists, Social Workers, Speech Language Pathologists, <b><u>with less than three (3)</u></b></p>	<p><b><u>The Standard Evaluation Plan should be used for the following:</u></b></p> <p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>• Teachers with a license expiration date of June 30, 2022</li> <li>• Teachers who have three (3) or more verifiable years of teaching employment (in-state or out-of-state), have a Continuing Professional License (CPL) or who qualify for a CPL, and are in their first year of service with UCPS</li> <li>• Experienced teachers on a Monitored or Directed Growth Plan based on evaluation ratings in the previous year</li> <li>• Experienced teachers who have been assessed by the principal (in consultation</li> </ul>	<p><b><u>The Abbreviated Evaluation Plan should be used for the following:</u></b></p> <p><b><u>Teachers</u></b></p> <ul style="list-style-type: none"> <li>• Teachers who hold a Continuing Professional License (CPL), have at least one year of service with UCPS, are not in the fifth year of their license renewal cycle, and are not on a Modified or Directed Growth Plan</li> </ul> <p><b>Note:</b> Only teachers have the option to be evaluated on an Abbreviated Evaluation Plan.</p>

	<p><b><u>verifiable years of employment in their field</u></b></p> <p><b>Note:</b> Although Nurses, Occupational Therapists, and Speech-Language Pathologists have a validated instrument that is referenced in the NCEES information, there is no evaluation template in the online tool. Click the link below for access to the manuals and rubrics for these categories of personnel. <a href="https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/support-staff">https://sites.google.com/dpi.nc.gov/ncees-information-and-resource/support-staff</a></p> <ul style="list-style-type: none"> <li>• All Comprehensive Plans require a peer observation.</li> <li>• <b><u>A beginning teacher’s mentor should not be his or her peer observer.</u></b></li> <li>• The PDP of beginning teachers must be signed in the NCEES by the mentor during the Initial, Mid-Year, and End-of Year PDP process according to established guidelines.</li> <li>• Before peer observers can access the Comprehensive Plan and before mentors can access the beginning teachers’ PDP, the principal or designee must assign rights to the plans in the NCEES.</li> </ul>	<p>with Employee Relations) to have performance issues</p> <ul style="list-style-type: none"> <li>• To renew their license, teachers on a Standard Evaluation Plan with a license expiration date of June 30<sup>th</sup> in the current year must have a rating of “Proficient” or higher on at least three standards of the Summary Evaluation with Standard IV rated at least “Proficient” or higher.</li> </ul> <p><b><u>Support Staff</u></b>          Counselors, CTE Coordinators, Instructional Technology Facilitators, Leadership Specialists, Media Coordinators, Nurses, Occupational Therapists, Psychologists, Social Workers, Speech Language Pathologists, <b><u>with three (3) or more verifiable years of employment in their field</u></b></p>	
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**Note:** When an employee is not meeting performance expectations **as evidenced by his or her first observation**, contact the Director of Employee Relations, Mrs. Tiwana Meggett [tiwana.meggett@ucps.k12.nc.us](mailto:tiwana.meggett@ucps.k12.nc.us), to receive early guidance on escalating the evaluation process so that the employee will receive maximum opportunities for professional growth and support.