

2023-2024 TIMELINES FOR EVALUATION PROCEDURES QUICK VIEW



COMPREHENSIVE PLAN Beginning Teachers: Emergency Permit, Initially Licensed, Lateral Entry, Alternately Licensed, Residency Licensed Teachers	STANDARD PLAN (Teachers) Experienced Teachers with a license expiration date of June 30th of the current year <u>and</u> experienced teachers in their first year of employment with UCPS.	ABBREVIATED PLAN (Teachers) Experienced Teachers with a license expiration date beyond June 30th of the current year <u>and</u> have been employed with UCPS at least one year.	STANDARD PLAN (Student Support Personnel) Experienced Counselors, Media Coordinators, Speech Pathologists, Social Workers, Psychologists, Teacher Leadership Specialists, CTE Coordinators
Orientation within first ten days of school that includes the following: <ul style="list-style-type: none"> • Rubric for Evaluating North Carolina Teachers • Copy of SBE Policy EVAL-004 • Schedule for completing all components of the evaluation process 	Orientation within first ten days of school that includes the following: <ul style="list-style-type: none"> • Rubric for Evaluating North Carolina Teachers • Copy of SBE Policy EVAL-004 • Schedule for completing all components of the evaluation process 	Orientation within first ten days of school that includes the following: <ul style="list-style-type: none"> • Rubric for Evaluating North Carolina Teachers • Copy of SBE Policy EVAL-004 • Schedule for completing all components of the evaluation process 	Orientation within first ten days of school that includes the following: <ul style="list-style-type: none"> • Rubric for Evaluating North Carolina Student Support Personnel Category • Copy of SBE Policy for designated category of personnel • Schedule for completing all components of the evaluation process
<u>By September 29, 2023</u> (Conducted by the principal unless there are extenuating circumstances) <ul style="list-style-type: none"> • PDP Initial Review • Pre-Observation Conference • Observation 1 (minimum of 45 minutes) • Post-Conference within ten days of the observation 	<u>By September 29, 2023</u> <ul style="list-style-type: none"> • PDP Initial Review 	<u>By September 29, 2023</u> <ul style="list-style-type: none"> • PDP Initial Review 	<u>By September 29, 2023</u> <ul style="list-style-type: none"> • PDP Initial Review
<u>By November 17, 2023</u> <ul style="list-style-type: none"> • Observation 2 (minimum of 45 minutes) • Post-Conference within ten days of the observation 	<u>By October 27, 2023</u> <ul style="list-style-type: none"> • Pre-Observation Conference • Observation 1 (minimum of 45 minutes or an entire class period) • Post-Conference within ten days of the observation 	<u>By November 17, 2023</u> <ul style="list-style-type: none"> • Observation 1 • Post-Conference within ten days of the observation 	<u>By October 27, 2023</u> <ul style="list-style-type: none"> • Pre-Observation Conference • Observation 1 (minimum of 45 minutes or an entire class period) • Post-Conference within ten days of the observation
<u>January 12, 2024</u> <ul style="list-style-type: none"> • PDP Mid-Year Review • Peer Observation (minimum of 45 minutes) • Post-Conference within ten days of the observation 	<u>By February 23, 2024</u> <ul style="list-style-type: none"> • Observation 2 • Post-Conference within ten days of the observation • PDP Mid-Year Review 	<u>By February 23, 2024</u> <ul style="list-style-type: none"> • PDP Mid-Year Review 	<u>By February 23, 2024</u> <ul style="list-style-type: none"> • Observation 2 • Post-Conference within ten days of the observation • PDP Mid-Year Review

Note: When an employee is not meeting performance expectations **as evidenced by his or her first observation**, contact the Director of Employee Relations to receive early guidance on escalating the evaluation process so that the employee will receive maximum opportunities for professional growth and support.

COMPREHENSIVE PLAN	STANDARD PLAN	ABBREVIATED PLAN	STANDARD PLAN (Support Services)
By February 23, 2024 <ul style="list-style-type: none"> • Observation 3 (minimum of 45 minutes) • Post-Conference within ten days of the observation 	By April 26, 2024 <ul style="list-style-type: none"> • PDP End-of-Year Review 	By April 26, 2024 PDP End-of-Year Review	By April 26, 2024 PDP End-of-Year Review
By April 8, 2024 <ul style="list-style-type: none"> • PDP End-of-Year Review • Summary Evaluation with Post-Conference within 10 days (Conducted by the principal) 	By May 10, 2024 <ul style="list-style-type: none"> • Observation 3 • Post-Conference within ten days of the observation • Summary Evaluation with Post-Conference within 10 days 	By May 10, 2024 <ul style="list-style-type: none"> • Observation 2 • Post-Conference within ten days of the observation • Summary Evaluation with Post-Conference within 10 days 	By May 10, 2024 <ul style="list-style-type: none"> • Observation 3 • Post-Conference within ten days of the observation • Summary Evaluation with Post-Conference within 10 days

Note: All **Comprehensive Plans** require a peer observation. A beginning teacher's mentor should not be his or her peer observer. The PDP of beginning teachers must be signed in the NCEES by the beginning teacher, mentor, and administrator during the Initial, Mid-Year, and End-of Year PDP process. 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. It is recommended that the principal conduct the first observation for beginning teachers to assure their successful acclimation to the evaluation process within the context of the vision and mission of the school.

Note: Support Staff (Counselors, CTE Coordinators, Instructional Technology Facilitators, Teacher Leadership Specialists, Media Coordinators, Nurses, Occupational Therapists, Psychologists, Social Workers, Speech Language Pathologists) **with less than three (3) years of verifiable experience of employment in their field should be evaluated on the Comprehensive Plan timelines for their observation activities.**

Note: Experienced Teachers from other PSUs (Public School Units) with less than one year of employment with UCPS should be placed on the Standard Plan for at least one year before moving to the Abbreviated Plan.

Note: 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. You may visit <https://bit.ly/ncees-resources> for access to the manuals and rubrics for these categories of support personnel.

*Timelines may be modified or adjusted based on organizational operations or extenuating circumstances beyond the district's control (e.g. calendar conflicts, NCEES technical issues, etc.).

Note: When an employee is not meeting performance expectations **as evidenced by his or her first observation**, contact the Director of Employee Relations to receive early guidance on escalating the evaluation process so that the employee will receive maximum opportunities for professional growth and support.