

# Achievement Measure Mediation Protocol

## Introduction

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The quantitative portion of educator evaluation includes a measure of student achievement which constitutes 15 percent of the evaluation composite for both administrators and teachers. The State Board of Education approves options for teachers and principals based on their ability to assess students' mastery of state-defined content standards in core academic subjects. The selected measure and scoring scale provides educators with the opportunity to use specific achievement targets to guide their practice throughout the year.

While districts have discretion with how they choose to set the scale scores, the teacher or administrator being evaluated must mutually agree with the evaluator on which such measures are employed. This measure must be aligned as closely as possible to the teaching assignment of individual teachers and duty assignments of each individual administrator. In cases where there is a disagreement, the educator being evaluated chooses the evaluation measures; however, the department will verify alignment when requested.

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## How to Use This Guide

This document contains guidance on the achievement measure mediation protocol. The request to mediate must be initiated at the district level and is then coordinated by the Tennessee Department of Education. This mediation process is in accordance with *Tenn. Code Ann. § 49-1-302* and [State Board Policy 5.201](#).

## Process Requirements

In the case that an educator and evaluator disagree on the appropriate achievement measure selection, the district should provide the office of educator effectiveness with a formal request on **district letterhead** to review the measure. The information below should be included within the body of the request or accompanying the request as an Excel file.

- District contact name
- District contact email address
- School name
- Current school year
- Educator's name
- Educator's license number
- Educator's email address
- Educator's role/subject(s) taught
- Educator's selected measure
- Evaluator's name
- Evaluator's role
- Evaluator's email address
- Brief description of the concern

This information should be submitted to TEAM Questions at [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov).

## Review Criteria

The office of educator effectiveness, in collaboration with the division of data & accountability, will review the selection based on the following three criteria:

- Appropriateness to school assignment
- Appropriateness to subject assignment
- Appropriateness to grade assignment

### Appropriateness to school assignment

The selected measure must be associated with the school in which the teacher is assigned. If this is not possible:

- The selected measure must be associated with the school into which the assigned school feeds, OR
- The selected measure must be a system-wide measure.

### Appropriateness to subject assignment

The selected measure must be associated with the subject area to which the teacher is assigned. If this is not possible:

- The selected measure must have an indirect association with the subject area to which the teacher is assigned (e.g., an economics teacher choosing a math related measure), OR
- The selected measure must be a school-wide measure.

### Appropriateness to grade assignment

The selected measure must be closely associated with the grade bands an educator serves.

- Pre-K–2 teachers may use the second or third grade state assessment data, school-level TCAP or TVAAS data, district-administered early grades assessment measures, and other measures specifically associated with early grades education.
- Grades 3–8 teachers may use grade specific TCAP data, school-level TCAP or TVAAS data, TCAP-only school-wide measures, district-administered grades 3–8 assessment measures, and other measures specifically associated with grades 3–8 education.
- High school teachers and eighth grade Algebra teachers may use grade-specific EOC data, school-level EOC and TVAAS data, EOC-only school-wide measures, district-administered high school assessment data, graduation rate, and ACT.
- Teachers who serve multiple grade bands (e.g., a teacher serving at a 6–12 school) may choose from any of the grade band categories in which they fit.

## Process for Adjusting Selected Measures

1. If the original educator selection is deemed to be appropriate based on the three criteria, the original selection will remain and the district contact will be notified.
2. If the original teacher selection is deemed to not be an appropriate measure based on the three criteria, the department will contact the evaluator and the educator requesting from each a ranked list of four selection options. The district contact will be notified.
3. If there is a match between lists, the match that is highest on the educator's list will be used.
4. If there is no match between the lists, the department will select the highest ranked educator selection that is considered appropriate based on the three criteria.
5. If no teacher selection is considered appropriate based on the three criteria, the department will select the highest ranked evaluator selection that is considered appropriate based on the three criteria.
6. The identified achievement measure will be provided to the district contact. The district contact must enter the new measure into TNCompass and communicate this information with the evaluator and educator.