

2016-17 TEAM Evaluation Timeline

The timeline below is intended to provide district and school leaders with a preview of upcoming deadlines and processes related to teacher and administrator evaluation. The department will communicate additional details throughout the school year and request feedback on any potential changes.

Deadlines and Action Items		Completion Date
Complete bridge conferences with administrators		Before school starts
Identify new district configurators		Aug. 26, 2016
Notify the department if the district will be using a third party vendor to collect observation information		
Ensure that all evaluators are certified		Before conducting observations
<i>Enter all remaining 2015-16 achievement scores into TNCompass</i>		Oct. 17
Complete initial coaching conversations		
Enter all teacher and administrator growth and achievement selections for 2016-17 into TNCompass		
Complete uploading of 2016-17 rosters in TNCompass		
Begin holding pre-conferences	Repeat as necessary to fulfill requirements	Fall 2016
Begin conducting observations		
Begin holding post-conferences		
Ensure all new teachers have access to TNCompass		Nov. 1
<i>2015-16 evaluation window closes</i>		
Complete fall teacher and administrator observation entry in TNCompass		Jan. 9, 2017
Ensure that third party vendors have uploaded fall data to TNCompass		
Encourage teachers to complete the Teacher Satisfaction Survey		Jan. 30
Have mid-year report conversations and second semester goal-setting		Feb. 3
Identify current Partial Year Exemptions (PYEs)		
Hold pre-conferences	Repeat as necessary to fulfill requirements	Spring 2017
Conduct observations		
Hold post-conferences		
Recertification test opens for currently certified evaluators		May 2017
Summer TEAM Training registration opens		
Submit 2017-18 Evaluation Flexibility Options Survey		May 19
Submit alternate model proposals		June 1
Complete spring semester teacher observation entry in TNCompass		June 9
Score and enter professionalism observation in TNCompass		
Hold summative conferences		
Enter spring semester administrator observations in TNCompass		June 23
Ensure that third party vendors have uploaded to TNCompass		
Run <i>Observation Data Export</i> report for 2016-17		
TEAM recertification test window closes		June 30
Analyze data returns, set goals for 2017-18, make staffing decisions		July 2017