

## 2018-19 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 and any potential changes via [TEAM Update](#).

Deadlines and Action Items	Completion Date
Evaluators complete bridge conferences with administrators	Before school starts
Districts ensure that all evaluators are certified	Before conducting observations
Evaluators complete initial coaching conversations	Oct. 15, 2018
Districts/administrators enter all teacher and administrator growth and achievements elections for 2018-19 into TNCompass	
Districts complete uploading of 2018-19 rosters in TNCompass	
Evaluators hold pre-conferences	Fall 2018
Evaluators conduct observations	
Evaluators hold post-conferences	
Enter all remaining 2017-18 achievement scores into TNCompass (ACT & graduation rate)	
<b>2017-18 evaluation window closes</b>	Nov. 2, 2018
Complete fall teacher and administrator observation entry in TNCompass	Jan. 15, 2019
Requests to pilot an observation model not currently state-board approved due to the department	
Evaluators hold summative conferences	Spring 2019
Evaluators hold pre-conferences	Spring 2019
Evaluators conduct observations	
Evaluators hold post-conferences	
Districts and evaluators encourage teachers to complete the Tennessee Educator Survey	Spring 2019
Recertification test opens for currently certified evaluators	May 15, 2019
Summer TEAM evaluator training registration opens	
Submit 2018-19 Evaluation Flexibility Options Survey	May 2019
Requests for continued approval of alternate observation models submitted by model managers	June 3, 2019
Spring semester teacher observations in TNCompass	June 7, 2019
Professionalism observations in TNCompass	
Districts/evaluators identify current partial year exemptions (PYEs)	June 25, 2019
Spring semester administrator observations in TNCompass	
All observation data managed by third party vendors uploaded to TNCompass	
TEAM evaluator recertification test window closes	June 29, 2019