

## Guidance for Grievances

Statute and State Board of Education policy require districts to implement local-level grievance procedures to provide a means for evaluated teachers and principals to challenge the accuracy of the data used in the evaluation and adherence to the evaluation policies adopted by the State Board of Education. As final scores are being returned to educators, please keep the following guidelines in mind when dealing with grievances:

### Grounds for Grievances

**1. Accuracy of the Data**—Evaluation data must be linked correctly to the right teacher. This does not mean that educators can grieve a disagreement of a score or the formula used to determine the score.

**2. Procedural Errors**— Educators may grieve procedural errors that could materially affect or compromise the integrity of evaluation results. This includes not having met the minimum number of required observations for each domain or not having appropriate pre- and post-conferences.

### Timing of Grievances

To comply with the State Board of Education evaluation policy, grievances may be filed at the end of each of the three components of the evaluation model:

- The qualitative appraisal, or the final average observation score
- The student growth measures
- Other measures of student achievement

A grievance must be filed no later than 15 days from the date teachers and principals receive the results for each component, otherwise the grievance will be considered untimely and invalid. Grievances may be filed at any point in time prior to the 15 day windows.

- Districts must clearly communicate the decision in writing within 15 days of receipt of the complaint.

As with prior guidance relative to this issue, we encourage you to consult with your local board attorney for specific legal advice regarding adoption and implementation of the SBE policy and the development of your local level grievance procedure. If you have additional questions, please reach out to the department's general counsel, Christy Ballard, at 615-741-2921 or [Christy.Ballard@tn.gov](mailto:Christy.Ballard@tn.gov).