

## 2017-18 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
<i>Enter all remaining 2016-17 achievement scores into TNCompass</i>		Oct. 17, 2017
Evaluators complete initial coaching conversations		
Districts/administrators enter all teacher and administrator growth and achievement selections for 2017-18 into TNCompass		
Districts complete uploading of 2017-18 rosters in TNCompass		
Evaluators hold pre-conferences	Repeat as necessary to fulfill requirements	Fall 2017
Evaluators conduct observations		
Evaluators hold post-conferences		
Districts ensure all new teachers have access to TNCompass		Nov. 1, 2017
<b>2016-17 evaluation window closes</b>		
Complete fall teacher and administrator observation entry in TNCompass		Jan. 12, 2018
Districts ensure that third party vendors have uploaded fall data to TNCompass if applicable		
Districts and evaluators encourage teachers to complete the Tennessee Educator Survey		Jan. 30, 2018
Districts hold mid-year report conversations and second semester goal-setting		Feb. 3, 2018
Districts/evaluators identify current partial year exemptions (PYEs)		
Evaluators hold pre-conferences	Repeat as necessary to fulfill requirements	Spring 2018
Evaluators conduct observations		
Evaluators hold post-conferences		
Recertification test opens for currently certified evaluators		May 2018
Summer TEAM evaluator training registration opens		
Districts and charter schools submit 2018-19 Evaluation Flexibility Options Survey for those districts/charters/schools in TNCompass		May 25, 2018
Any district/charter school wishing to use an alternate evaluation model must submit alternate model proposals to department		June 1, 2018
Evaluators complete spring semester teacher observation entry in TNCompass		June 9, 2018
Evaluators score and enter professionalism observation in TNCompass		
Evaluators hold summative conferences		
Evaluators enter spring semester administrator observations in TNCompass		June 25, 2018
Districts ensure that third party vendors have uploaded to TNCompass if applicable		
Districts run <i>Observation Data Export</i> report for 2017-18		
TEAM evaluator recertification test window closes		June 29, 2018
Districts analyze data returns, set goals for 2018-19, make staffing decisions		July 2018