

## 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	Repeat as necessary to fulfill requirements	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	Repeat as necessary to fulfill requirements	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)		
Spring semester administrator observations in TNCompass		June 25, 2019
All observation data managed by third party vendors uploaded to TNCompass		
TEAM evaluator recertification test window closes		June 29, 2019