

2022-23

TEAM Evaluation Timeline

This document provides district, charter, and school leaders with processes, deadlines, and resources related to educator evaluation. The department will communicate additional details and any adjustments via the [TEAM website](#) and the Human Capital Update. All actions must be completed by **5 p.m. CT** on the dates listed unless stated otherwise.

Completion Date	Action	Owner(s)	Resources	Designation
June 8, 2022	TEAM evaluator certification and recertification process opens.	<ul style="list-style-type: none"> Evaluation configurators Evaluators 	TEAM training registration and information	Current Year (2022-23) Evaluation Implementation
June 10, 2022	Complete evaluation flexibility options form and sign MOU for TNCompass configuration.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	Evaluation Flexibility Options Survey Guidance	Current Year (2022-23) Evaluation Implementation
July 25, 2022	2022-23 school year opens to assign district-level roles and permissions in TNCompass.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	TNCompass User Guide	Current Year (2022-23) Evaluation Implementation
Aug 31, 2022	Team evaluator recertification process closes at 11:59 p.m. CT.	<ul style="list-style-type: none"> Evaluation configurators Evaluators 	TEAM training information	Current Year (2022-23) Evaluation Implementation
Oct. 17, 2022	Complete 2022-22 staffing in TNCompass.	<ul style="list-style-type: none"> Evaluation configurators 	TNCompass User Guide	Current Year (2022-23) Evaluation Implementation
Oct. 17, 2022	Enter final achievement measure scores (graduation rate, ACT, etc.) from 2020-21.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	TNCompass User Guide	Previous Year (2021-22) LOE Generation
Nov. 30, 2022	Complete portfolio teacher rostering.	<ul style="list-style-type: none"> Portfolio leads Evaluation configurators 	Portfolio Resources	Current Year (2022-23) Evaluation Implementation
Dec. 2, 2022	Enter all growth and achievement measure selections/scales for 2022-23 into TNCompass.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	Achievement Measure Selection Guidance	Current Year (2022-23) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	Designation
Dec. 16, 2022	Ensure all observations from 2021-22 are finalized and signed with PIN.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	TNCompass User Guide	Previous Year (2021-22) LOE Generation
Jan. 15, 2023	Submit request for additional achievement measures and alternative growth measures to portfolios.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	Measure Approval Process	Future Year (2023-24) Evaluation Preparation
Jan. 15, 2023	Submit request to pilot observation model not currently state board-approved.	<ul style="list-style-type: none"> Directors of schools Evaluation configurators 	Model Approval Process	Future Year (2023-24) Evaluation Preparation
Jan. 18, 2023	Complete fall semester teacher and administrator observation entry in TNCompass.	<ul style="list-style-type: none"> Administrator evaluators Teacher evaluators 	TNCompass User Guide	Current Year (2022-23) Evaluation Implementation
Jan. 18, 2023	Identify current partial year exemptions (PYE) and enter in TNCompass.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	Partial Year Exemption Guidance	Current Year (2022-23) Evaluation Implementation
Jan. 18, 2023	Ensure portfolio point A submissions are on track.	<ul style="list-style-type: none"> District portfolio leads 	Portfolio Resources	Current Year (2022-23) Evaluation Implementation
Spring 2023	Peer reviewer selections announced.	<ul style="list-style-type: none"> District portfolio leads 	Portfolio Resources	Current Year (2022-23) Evaluation Implementation
Spring 2023	Ensure all growth and achievement measure selections for 2022-23 are accurate and complete.	<ul style="list-style-type: none"> Evaluation configurators Administrators 	Achievement Measure Selection Guidance	Current Year (2022-23) Evaluation Implementation
March 31, 2023	TEAM evaluator certification process closes at 11:59 p.m. CT.	<ul style="list-style-type: none"> Teacher evaluators Administrator evaluators Evaluation configurators 	TEAM Training Registration and Information	Current Year (2022-23) Evaluation Implementation
April 2023	Monitor educator portfolio submission status in Portfolium.	<ul style="list-style-type: none"> District portfolio leads 	Portfolio Resources	Current Year (2022-23) Evaluation Implementation
May 1, 2023	Submit portfolios into online platform.	<ul style="list-style-type: none"> Portfolio leads and teachers 	Portfolio Resources	Current Year (2022-23) Evaluation Implementation
June 9, 2023	Enter final observation scores (including professionalism), available achievement measures.	<ul style="list-style-type: none"> Administrator evaluators Teacher evaluators 	TNCompass User Guide Guidance on Summative Conferences	Current Year (2022-23) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	Designation
June 9, 2023	Finalize and enter partial year exemptions (PYE) in TNCompass.	<ul style="list-style-type: none"> • Evaluation configurators • Administrators 	Partial Year Exemption Guidance	Current Year (2022-23) Evaluation Implementation
June 15, 2023	Upload all observation data managed by third party vendors into TNCompass.	<ul style="list-style-type: none"> • Evaluation configurators 	TNCompass User Guide	Current Year (2022-23) Evaluation Implementation

