

Hello Evaluation Configurators:

The educator effectiveness team publishes this monthly communication to provide added reminders and support in meeting the deadlines of the [2022-23 TEAM Evaluation Timeline](#). We encourage you to share the [team-tn.org website](http://team-tn.org) with educators in your district and check it for updates throughout the year.

If you have any questions or feedback regarding any of the information contained in this email, please reach out to the appropriate contact listed below.

Action Needed

Licensure Contact Information	
Licensure Contact Information Update Request	
The Educator Licensure Team seeks to update their database and list of contacts which will allow them to more effectively communicate and support stakeholders across the state. Please identify the correct point of contact for licensure information in your district or charter and submit the correct contact information here by February 28, 2023 . With questions, contact Educator.Licensure@tn.gov .	

Key Deadlines for February

Deadline	Action	Owner(s)	Resources	Contact
February 3, 2023	Portfolio Roster Add/Remove teacher template deadline	District portfolio leads	Portfolio Resources	Portfolio.Questions@tn.gov
February 10, 2023	Portfolio Roster Verification form deadline	District portfolio leads	2022-2023 Portfolio Lead Monthly Office Hours TEAM-TN	Portfolio.Questions@tn.gov
March 31, 2023	TEAM Certification closes for 2022-2023	Teacher evaluators Administrator evaluators Evaluation configurators	TEAM Training registration	TEAM.Questions@tn.gov

Spring 2023	Peer reviewer selection and announcement	District portfolio leads	Portfolio Resources	Portfolio.Questions@tn.gov
Spring 2023	Ensure all growth and achievement measure selections for 2022-23 are accurate and complete	Evaluation configurators Administrators	Achievement Measure Selection Guidance	TEAM. Questions@tn.gov

Recently Released Resources

Evaluation & Data Management Resources
Resources from the 2022-23 Evaluation Configurators monthly office hour meetings may be accessed here . Topics include selecting growth and achievement measures, entering growth and achievement measure scores, and coding partial year exemptions.
Resources from the 2022-23 Portfolio Lead monthly office hour meetings may be accessed here . Topics include platform management, rostering guidance, completion, verification, and coding partial year exemptions.

Office Hours

Office Hours
Portfolio Lead Monthly Office Hour- February 16, 2023, at 1:00 p.m. CST Click here to join the meeting .

Teacher Tools: We encourage you to share the following with teachers in your district or charter.

Teacher Tools

Assessment Committee Application Open for Summer 2023

The department is seeking educators to participate in the Summer 2023 assessment committees. Each year, Tennessee educators from across the state come together to help build our Tennessee-specific statewide assessments by participating in educator assessment committees.

In line with the department's focus on expanding leadership opportunities for educators, as specified in the Best for All plan, the assessment committees give educators the unique experience of providing feedback on the passages and test questions that will become a part of the TCAP state assessments. Tennessee educators are an invaluable resource as we continue to build our unique assessments to provide valuable feedback on student learning. Educators are invited to apply to as many committees as they wish. The deadline to apply for Summer 2023 committees is Sunday, February 5 at 11:59 p.m. CT.

Since several 2023 committees are focused on TCAP-Alt, there is a need for educators experienced and certified to teach special education to apply. Complete descriptions of the committees convening are on the department's [Assessment Committees page](#) along with a calendar of meeting times and the link for new applicants to apply. Share this opportunity with other educators on social media using the hashtag [#IMakeTCAP](#).

Educators who applied in 2020 or later do not need to reapply to be considered for assessment committees in the same content areas. Please contact [Grace Franklin](#) for the link to update your existing application for Summer 2023 or to expand your existing application to include new content areas.

To stay informed regarding all evaluation-related updates, please [subscribe](#) to the Human Capital Update. Additionally, all monthly evaluation configurator emails can be found on the [TEAM website](#). To see any of the email from past months, visit the homepage and scroll down to "Monthly Emails."

Thank you for all that you do to support Tennessee's students and teachers!

Best,
TEAM.Questions@tn.gov