

D54 Appraisal Process Checklist

Formal Observation

**Refer to D54 Appraisal Plan page 19*

Prior to Pre-Observation Conference

- ☐ Add evidence into Common Ground for Domains 1 & 4 at least two (2) days prior to the meeting.
- ☐ Complete the four (4) pre-observation questions in Common Ground.

Pre-Observation Conference/Meeting

- ☐ Bring artifacts and/or lesson plans to the pre-observation meeting.
- ☐ Have a copy of the rubric highlighted with your self-reflection

Observation

- ☐ Minimum of forty-five (45) minutes, a complete lesson, or an entire class period in a classroom/work setting.
- ☐ Within three (3) school days of the completed observation, the Evaluator will provide the observation evidence to the Teacher to review in Common Ground.

Prior to Post-Observation Conference/Meeting

- ☐ Additional evidence may be provided by the Teacher and returned to the Evaluator prior to Post-Observation meeting (consider adding evidence into Domains 2 & 3).
- ☐ Complete the four (4) post-observation questions in Common Ground.

Post-Observation Conference/Meeting

- ☐ Mutual agreed upon date but no longer than five (5) school days after each formal observation
- ☐ The **Framework for Teaching Data Documentation Form** (rubric) will be reviewed and judgments may be modified based upon additional information and dialogue between the Teacher and the Evaluator.
- ☐ Be prepared to bring artifacts of student learning/progress.

Informal Observation

**Refer to D54 Appraisal Plan page 20*

- ☐ A pre-conference is not required.
- ☐ Observations must be made in the classroom/work setting.
- ☐ Observations must be at least two (2) weeks apart, unless mutually agreed upon.
- ☐ Observation will be a minimum of fifteen (15) minutes.
- ☐ The teacher will receive a copy of the **Framework for Teaching Data Documentation Form** (rubric), as filled out by the Evaluator, within three (3) school days of the observation.
- ☐ If requested, by either the Evaluator or the Teacher, a post-conference can occur.
- ☐ Observed practices that are harmful will be immediately addressed and corrected.

***The SEA encourages you to enter evidence into Domains 1 & 4, as well as in Domains 2 & 3 to advocate for yourself in areas your administrator may not always observe.**

District 54 Appraisal Timeline

Activity	Non-Tenured Cycle Timeline	Tenured Cycle Timeline
Provide written copy of Appraisal Plan and Name of Evaluator	First Day of School	First Day of School
Pre-Conferences	Occur prior to formal observations	Occur prior to formal observations
Observations	By November 1 By January 1 By March 1 <i>*Minimum 2 formal/1 informal</i>	Two observations by March 1 of year two of cycle <i>*Minimum 1 formal/1 informal</i>
Post-Conferences <i>*May occur for informal observation</i>	Occur within 5 school days of formal observation(s)	Occur within 5 school days of formal observation(s)
Summative Appraisal Report	Given to teacher by March 15	Given to teacher between March 1 and May 1 of year two