

Evaluation Process Timelines: Licensed & Classified

Probationary/Temporary -- Year 1, 2, & 3		
Task	Responsibility	DUE
Self-Assessment	Staff	10/1
Goal Development Form	Staff	10/30
Informal Observation	Supervisor	10/15
Formal Observation Pre-Conference	Supervisor	Prior to Formal
Formal Observation	Supervisor	11/15
Formal Observation Post-Conference	Supervisor	10 days
Informal Observation	Supervisor	1/15
Goal Reflection	Staff	2/1
Summative Evaluation	Supervisor	3/1
Evaluation and Goal Conference	Supervisor	3/15

Contract: Summative (Year 1)		
Task	Responsibility	DUE
Self-Assessment	Staff	10/1
Goal Development Form	Staff	10/30
Informal Observation	Supervisor	12/1
Formal Observation Pre-Conference	Supervisor	Prior to Formal
Formal Observation	Supervisor	11/15
Formal Observation Post-Conference	Supervisor	10 days
Informal Observation (optional)	Supervisor	optional
Goal Reflection	Staff	5/15
Summative Evaluation	Supervisor	5/30
Evaluation and Goal Conference	Supervisor	6/10

Contract: Formative (Year 2)		
Task	Responsibility	DUE
Self-Assessment	Staff	10/1
Goal Development Form	Staff	10/30
Informal Observation (optional)	Supervisor	optional
Goal Reflection	Staff	5/15
Goal Conference	Supervisor	6/10

Classified Staff		
Task	Responsibility	DUE
Self-Assessment & Goals	Staff	9/30
General Observation (optional)	Supervisor	optional
Summative Evaluation & Conference	Supervisor	3/30