

Certificated Evaluation Timeline

(Complete evaluation guidelines can be found in Article 16 of the MHFT Collective Bargaining Agreement. Most of the dates below are contractual; a few of them are suggested internal dates to ensure that contractual timelines are met.)

Dates	Administrative Evaluation	Peer-based Evaluation	Project-based Evaluation
Sept 1st	<input type="checkbox"/> notification of primary evaluator <input type="checkbox"/> access to evaluation materials <input type="checkbox"/> complete continuum <input type="checkbox"/> develop professional goals	<input type="checkbox"/> notification of primary evaluator <input type="checkbox"/> access to evaluation materials <input type="checkbox"/> complete continuum <input type="checkbox"/> develop professional goals	<input type="checkbox"/> notification of primary evaluator <input type="checkbox"/> access to evaluation materials <input type="checkbox"/> complete continuum <input type="checkbox"/> develop professional goals
Sept 15th	<input type="checkbox"/> discuss professional goals	<input type="checkbox"/> discuss professional goals <input type="checkbox"/> submit proposed observation dates	<input type="checkbox"/> discuss professional goals <input type="checkbox"/> create project-based plan
Oct 1st	<input type="checkbox"/> final approval of professional goals and plan will be provided to unit member	<input type="checkbox"/> final approval of professional goals and plan will be provided to unit member	<input type="checkbox"/> final approval of professional goals and plan will be provided to unit member
Nov 1st	<input type="checkbox"/> at least one pre-observation conference, observation and post-observation conference completed	<input type="checkbox"/> evaluator reviews progress of plan and timelines with evaluatee	<input type="checkbox"/> evaluator reviews progress of plan and timelines with evaluatee
Feb 15th - April 1st	<input type="checkbox"/> A 2 nd or 3 rd observation completed (must be 25 days from 1 st observation) <input type="checkbox"/> evaluatee submits progress on professional goals	<input type="checkbox"/> all four observation forms completed and submitted to the evaluator <input type="checkbox"/> may be extended by mutual agreement, no later than May 1	<input type="checkbox"/> projects and supporting documents completed and submitted to the evaluator <input type="checkbox"/> may be extended by mutual agreement, no later than May 1
May 1st	<input type="checkbox"/> administrator submits the Standards Checklist with Narrative Summary to the evaluatee	<input type="checkbox"/> evaluatee submits the Standards Checklist with Narrative Summary to the administrator	<input type="checkbox"/> evaluatee submits the Standards Checklist with Narrative Summary to the administrator
May 15th	<input type="checkbox"/> final date to meet to review Checklist of Narrative Summary	<input type="checkbox"/> final date to meet to review Checklist of Narrative Summary	<input type="checkbox"/> final date to meet to review Checklist of Narrative Summary
May 31st	<input type="checkbox"/> administrator submits final evaluation documents to Human Resources	<input type="checkbox"/> administrator submits final evaluation documents to Human Resources	<input type="checkbox"/> administrator submits final evaluation documents to Human Resources

* If any due dates occur on a non-work day, the due date will be extended to the next regularly scheduled work day.

Important Reminders: Contract language states that the post-conference meeting **MUST** be within 10 days of the actual observation. Also, if the first observation is negative, there **MUST** be at least 25 days between the first and final observation in the cycle in order to allow teacher time to demonstrate improvement.