

Human Resources Department

**BFT Pre-K-12 PERFORMANCE REVIEW TIMELINE 2015-2016**

Article	Deadline	Action	Reminder
	By 08/24	HR Admin. Coordinator provides supervisors with list of evaluatees (Evaluation Coversheet).	
	By 09/04	Supervisor informs HR Admin. Coordinator of evaluatee list corrections.	
	By 09/14	During faculty meeting, announce option and guidelines for alternative evaluation.	
15.2.1 15.2.2	By 09/30 (Do not submit Form A to HR.)	Notify ( <i>all temporary, probationary, and required permanent</i> ) employees of their primary evaluator and provide them with written description of the Performance Review Process and the Professional Development Plan (Form A).	
	By 10/02	Submit to HR Director the names the B-PAR participating teachers for whom NUCs/NUPs need to be issued.	
	By 10/13	In the comments section of Form A, identify which alternative evaluation option evaluatee has selected.	
	By 10/13	Submit to the HR Asst. Supt. list of alternative evaluation participants	
15.2.2 15.2.3	By 11/01 and before first visit	Discuss and sign the Professional Development Plan (Form A) during a conference with the evaluator and evaluatee. Evaluatee selects two (2) standards for focus, and the evaluator may select up to two (2) additional standards, but teachers are evaluated on all six (6) standards. For alternative evaluations, provide guidelines for the alternative evaluation as a resource, and collect Alternative Evaluation Plan on Form A.	
	By 12/04	Collect from alternative evaluatees a brief summary of the alternative evaluation activities.	
	By 12/11	Submit to HR Asst. Supt. copies of Formative Observations with the Evaluation coversheet.	
	By 01/29	Submit to the HR Asst. Supt. the names of temporary and probationary employees recommended for release/non-reelection.	
15.5.2	By 01/29	Submit to the HR Asst. Supt. the names of permanent teachers who may potentially receive an overall summative rating of "Unsatisfactory" or "Needs Improvement" to qualify for B-PAR.	
	By 02/05	For B-PAR participating teachers or potential B-PAR referrals: Complete three (3) formative observations (Form B).	
15.4 15.4.2 15.4.3 15.4.4	By 02/15 (Do not submit to HR any formatives completed after December.)	Complete two (2) formative observations (Form B). Each formative observations visit shall be a minimum of twenty (20) continuous minutes. Each formative observation shall be followed by a post observation conference where the evaluatee shall sign and receive a copy of his/her Formative Observation Report. Each post observation conference shall be held within five (5) working days.	
	By 02/15	Submit to HR Director draft summative evaluations for B-PAR participating and potential B-PAR evaluatees.	
	By March/ April	Schedule presentations (no later than 04/29) by participants of alternative evaluation process.	
15.5.3	By 03/15	Notify teacher in writing of the possibility of a Summative Evaluation with an overall rating of "Unsatisfactory" or "Needs Improvement".	
15.5.2	By 03/15	HR Asst. Supt. reports to B-PAR Panel the name of any teacher who receives Formative Observation indicating the possibility "Unsatisfactory" or "Needs Improvement" Summative Evaluation.	
	By 03/25	For B-PAR participating teachers: Complete and submit to HR Director the Summative Evaluations (Form B).	
	By 04/06	For B-PAR Participating Teachers: HR completes NUCs/NUPs.	
15.4.1	By 04/15	For evaluatees requiring three (3) formative observations – temporary, probationary, potential-B-PAR and B-PAR-referred – complete the third observation.	
15.5.1	By 05/01	Complete the Summative Evaluation Report (Form B). Ensure alternative evaluation presentations are completed, as appropriate. Using the Alternative Evaluation Forms, collect from alternative evaluation participants another brief summary of activities and provide written feedback under Evaluator Comments section.	
	By 05/02	Submit to HR Asst. Supt. all original Summative/Alternative Evaluations with the Evaluation Coversheet.	