



**Timeline** (19 TAC 150)

- The appraisal period for each teacher includes all of the days of a teacher's contract.
- Observations during the appraisal period shall be conducted during the required days of instruction for students during one school year.

**T-TESS Orientation** Teachers who are new to the district, in their first year of appraisal under T-TESS, or when policy regarding appraisal has changed since the last time the teacher was provided with an orientation must complete the T-TESS Orientation no later than the final day of the first three weeks of instruction (September 4, 2019).

**Goal Setting and Professional Development Plan**

- For teachers who are new to the district or are in their first year of appraisal under T-TESS:
  - Goal Setting and Professional Development Plan Conference with appraiser must take place prior to submitting plan to appraiser;
  - Plan must be submitted to appraiser within the first six weeks from the date of completion of the T-TESS Orientation.
- For teachers who are not new to the district or who are not in their first year of appraisal under T-TESS:
  - Initially drafted in conjunction with the previous year's End-of-Year Conference;
  - Revised as needed;
  - Submitted to appraiser within the first six weeks of instruction (September 25, 2019).
- Maintained by teacher throughout the school year.
- Submitted to appraiser prior to End-of-Year Conference.

**Pre-Conference**

- After a teacher's first year of appraisal under T-TESS within the district, a pre-conference must be conducted with the appraiser prior to the observation.

**Non-Observation Days**

Observations are excluded during the two weeks following the date of completion of the T-TESS Orientation in school years when an orientation is required.

**Post-Conference** Post-Conference must be conducted within 10 working days after the completion of an observation.

**Written Summary** A written summary of the observation is provided to the teacher within 10 working days.

**End-of-Year Conference** The End-of-Year Conference Period ends no later than 15 working days before the last day of instruction for students (May 7, 2020).

**Summative Annual Report** A copy of the Summative Annual Report must be provided to the teacher within 10 working days of the conclusion of the End-of-Year Conference, and at least 15 working days before the last day of instruction for students (May 7, 2020).

August 2019							September 2019							October 2019									
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S			
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5			
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12			
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19			
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26			
25	26	27	28	29	30	31	29	30						27	28	29	30	31					
November 2019							December 2019							January 2020									
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S			
					1	2	1	2	3	4	5	6	7				1	2	3	4			
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11			
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25			
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31				
February 2020							March 2020							April 2020									
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S			
						1	1	2	3	4	5	6	7					1	2	3	4		
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11			
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18			
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25			
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30					
May 2020							June 2020							July 2020									
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S			
						1	2			1	2	3	4	5	6					1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25			
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31				
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**Important Dates**

**September 4, 2019:** Deadline for completion of T-TESS Orientation for teachers who require orientation and who were hired prior to the first day of instruction for students

**September 25, 2019:** Deadline to submit initial Goal Setting and Professional Development Plan to appraiser

**May 7, 2020:** Last day for all End-of-Year Conferences to be completed

**May 7, 2020:** Last day for all Summative Annual Reports to be provided to teachers

Holiday	Workday for staff (No students)	Staff development (No students)	Incident weather day (Staff)	Early release (Students)

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