



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 (August 31, 2022).

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 21, 2022).
- 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.

X 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 4, 2023).

★ 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 4, 2023).

August 2022							September 2022							October 2022						
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

November 2022							December 2022							January 2023						
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30	31				

February 2023							March 2023							April 2023								
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S		
				1	2	3	4					1	2	3	4							1
5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8		
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15		
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22		
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29		

May 2023							June 2023							July 2023							
S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	S	M	TU	W	TH	F	S	
				1	2	3	4					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														30	31						

Important Dates

August 31, 2022: 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 21, 2022: Deadline to submit initial Goal Setting and Professional Development Plan to appraiser

May 4, 2023: Last day for all End-of-Year Conferences to be completed

May 4, 2023: Last day for all Summative Annual Reports to be provided to teachers

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

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