

## NC DHHS Teacher Evaluation Process Timeline

| TIMEFRAME   | Experienced Teachers<br>1 <sup>st</sup> Year of Licensure<br>Renewal Cycle                               | Experienced Teachers<br>Years 2-5 of Licensure<br>Renewal Cycle  | Probationary, Experienced<br>Teachers<br>from an NC LEA<br>(1 year period)                               | Probationary, Experienced<br>Teachers<br>from Outside NC or without<br>NC Career Status<br>(4-year period) | Beginning Teachers<br>(initially licensed,<br>without career status)                                     |
|---|--|--|--|--|--|
| <b>BY OCTOBER 1</b><br>*Remind teachers of<br>evaluation processes<br>*All IGPs complete* | Self-assess using matrix; write<br>IGP   | Self-assess using matrix; write<br>IGP specifying at least 9-15<br>elements on which to be<br>evaluated at the end of the<br>year (3-5 elements per IGP<br>goal) | 1. Self-assess using matrix;<br>write/update IGP<br>2. Complete First Observation<br>Cycle               | 1. Self-assess using matrix;<br>write/update IGP<br>2. Complete First Observation<br>Cycle                 | 1. Self-assess using matrix;<br>write/update IGP<br>2. Complete First Observation<br>Cycle               |
| <b>BY NOVEMBER 30</b>   | Complete First Formal<br>Observation Cycle   |  | Complete Second<br>Observation Cycle   | Complete Second<br>Observation Cycle   | Complete Second<br>Observation Cycle   |
| <b>BETWEEN DECEMBER 1<br/>AND FEBRUARY 1</b>  | Mid-year review of IGP   | Mid-year review IGP  | Mid-year review of IGP   | Mid-year review of IGP   | Mid-year review IGP  |
| <b>BY FEBRUARY 15</b>   | Informal Observation Cycle<br>(this is the peer observation)   |  | Complete Third Observation<br>Cycle  | Complete Third Observation<br>Cycle  | Complete Third Observation<br>Cycle  |
| <b>BY APRIL 15</b>  | Second Formal Observation<br>Cycle   |  | Complete Fourth Observation<br>Cycle   | Complete Fourth Observation<br>Cycle   | Complete Fourth Observation<br>Cycle   |
| <b>BETWEEN APRIL 15 AND<br/>MAY 15</b>  | Complete the Teacher's<br>Summative Evaluation Form<br>and IGP; Share Summative<br>Ratings with Teachers | Complete the Teacher's<br>Summative Evaluation Form<br>based on the elements<br>chosen and IGP; Share<br>Summative Ratings with<br>Teachers                      | Complete the Teacher's<br>Summative Evaluation Form<br>and IGP; Share Summative<br>Ratings with Teachers | Complete the Teacher's<br>Summative Evaluation Form<br>and IGP; Share Summative<br>Ratings with Teachers   | Complete the Teacher's<br>Summative Evaluation Form<br>and IGP; Share Summative<br>Ratings with Teachers |

**A Complete Evaluation Cycle consists of a pre-observation conference, the observation of 45 minutes OR a complete lesson, and a post-observation conference.**

**Other than for the first observation of the year, there does not have to be pre-observation conference for any experienced teacher.**

**An Informal Observation is completed by a peer and lasts at least 15 minutes; it is not part of the evaluation, but it must be documented with the standard observation forms.**