

NC DHHS Teacher Evaluation Process Timeline

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