

DHHS Teacher Evaluation and Growth Plan Timeline

TIMEFRAME	Experienced Teachers on the SERVE Summative Cycle [Column 1]	Probationary, Experienced Teachers from an NC LEA (1 year period) SERVE Summative [Column 2]	Probationary, Experienced Teachers from Outside NC (4-year period) SERVE Summative [Column 3]	Experienced Teachers on the SERVE Formative Cycle [Column 4]	Beginning Teachers (initially licensed, without career status) SERVE [Column 5]
BY SEPTEMBER 30 *Remind teachers of evaluation processes		Complete Pre-Observation Dialogue, Observation 1, and Post-Observation Dialogue	Complete Pre-Observation Dialogue, Observation 1, and Post-Observation Dialogue		Complete Pre-Observation Dialogue, Observation 1, Post-Observation Dialogue
BY OCTOBER 1 *All IGPs complete*	Self-assess using matrix; write IGP	Self-assess using matrix; write/update IGP	Self-assess using matrix; write/update IGP	Self-assess using matrix; write Formative Cycle Plan to update IGP	Complete Performance Dimension review with mentor; write 1-year IGP
BY OCTOBER 31	Complete Observation 1 and Post-Observation Dialogue (probably announced)				
BY NOVEMBER 30		Complete Observation 2 and Post-Observation Dialogue	Complete Observation 2 and Post-Observation Dialogue		Complete Pre-Observation Dialogue, Observation 2, Post-Observation Dialogue, and IGP review
BETWEEN DECEMBER 1 AND FEBRUARY 1	Mid-year review of IGP	Mid-year review of IGP	Mid-year review of IGP	Mid-year review of Formative Cycle Plan/IGP	
BY FEBRUARY 15		Complete Observation 3 and Post-Observation Dialogue	Complete Observation 3 and Post-Observation Dialogue		Complete Pre-Observation Dialogue, Observation 3, Post-Observation Dialogue, and IGP review
BY APRIL 15	Complete Observation 2 and Post-Observation Dialogue	Complete Observation 4 and Post-Observation Dialogue	Complete Observation 4 and Post-Observation Dialogue		Complete Pre-Observation Dialogue, Observation 4, Post-Observation Dialogue, and IGP review
BETWEEN APRIL 15 AND MAY 15	Schedule and Complete Summative Interview and End of Year IGP Review; Complete Summative Profile of Performance and Recommendation; share with teacher; signed by both principal and teacher	Schedule and Complete Summative Interview and End of Year IGP Review; Complete Summative Profile of Performance and Recommendation; share with teacher; signed by both principal and teacher	Schedule and Complete Summative Interview and End of Year IGP Review; Complete Summative Profile of Performance and Recommendation; share with teacher; signed by both principal and teacher	Schedule and Complete End of Year Formative Plan/IGP Review; Complete Formative Profile of Performance and Recommendation; share with teacher; signed by both principal and teacher	Schedule and Complete Interview and End of Year IGP Review; Complete Profile of Performance; share with teacher; signed by both principal and teacher

NOTES:

Column 1: One observation is announced; one is unannounced.

Columns 2, 3: The first observation should be announced; the rest are unannounced. A peer, preferably not the “buddy” teacher, must do one observation.

Column 5: All observations are announced. One must be by a peer, preferably not the mentor (the post-observation conference does not include the IGP review).