

# 2016-2017 UACT Evaluation Timeline

Notify employee of evaluation year	Standards and Key Elements Meeting	<b>Non-Reelects ONLY</b>  At least one complete observation and conference meeting with evaluatee that may receive a possible non-reelect	<b>Non-Reelects ONLY</b>  Conference between evaluator and evaluatee to discuss final evaluation if recommending non-reelect	<b>Non-Reelects ONLY</b>  Notify Asst. Supt. Human Resources	<b>Non-Reelects ONLY</b>  Board Action	At least one complete formal observation form for every evaluatee	Conference between evaluator and evaluatee to discuss and sign final evaluation	Completed Evaluation forms for every evaluatee being evaluated should be sent to Personnel Office.
No Later Than 9-02-16	9-05-16 - 10-07-16	No Later Than 12-02-16	1-20-17	1-27-17	2-07-17	3-01-17	No Later Than 04-21-17	Complete Elem. 5-05-17 Sec. 5-05-17 <i>Due in Personnel Office by 5-19-17</i>

An evaluatee that may end up an overall unsatisfactory evaluation or a needs improvement should not be surprised at the final evaluation meeting. Please make sure every evaluatee is provided documented support and ongoing communication that improvement must be made. This communication should start as early as possible.

### \*NON-REELECTS/Probationary I and II

Principal and/or immediate supervisor must complete observation and evaluation by January 13, 2017, and ***the name, paperwork, completed evaluation packet and a short letter explaining why this employee should be non-reelected is due to Certificated Personnel by January 20, 2017.***

### PERMANENT

A complete evaluation packet for a Permanent employee includes the following:

- At least one observation
- One evaluation

In the event that the evaluator deems the evaluatee needs improvement or unsatisfactory in his/her performance, the evaluator will so indicate in the written statement on the observation/evaluation form, listing suggestions for improvement. The evaluator shall confer with the evaluatee, making specific recommendations as to areas of improvement, and endeavor to assist him/her in such performance. Additional observations and review conferences may be conducted as necessary.

***The completed evaluation packet is due to Certificated Personnel by May 19, 2017.***

### TEMPORARY, PROBATIONARY I and II

A complete evaluation packet for a Temporary or Probationary employee includes the following:

- At least one observation
- Evaluation Conference

In the event that the evaluator deems the evaluatee needs improvement or unsatisfactory in his/her performance, the evaluator will so indicate in the written statement on the observation/evaluation form, listing suggestions for improvement. The evaluator shall confer with the evaluatee, making specific recommendations as to areas of improvement, and endeavor to assist him/her in such performance. Additional observations and review conferences may be conducted as necessary.

***The completed evaluation packet is due to Certificated Personnel by May 19, 2017.***