

**DONNA ISD OFFICE OF HUMAN RESOURCES
EMPLOYEE APPRAISAL TIMELINE
2020-2021**

Evaluation/Appraisal Activities	Person(s) Responsible	Deadline
1. T-TESS Orientation for first-year	Trainer of Trainers	Aug. 27 – Oct. 9
2. Goal Setting/Prof Development/Planning CI and Campus Administration	Principal and Administrators	Aug. 27 – Oct 9
3. Disseminate Evaluations to Central Office Admin. And Campus Principals	Human Resources	Feb. 19, 2021
4. Submit evaluations and documentation (only) for TEACHERS who will be recommended for non-renewal/termination to HR for review.	Principal/Directors/Asst. Supt	March 5, 2021
5. Submit Evaluations and documentation for Central Office Administrators, Asst. Principals, and Non-Teaching Professionals to HR for discussion of process for non-renewal	Principals, Directors, Asst. Supt	March 12, 2021
6. Proposed renewals and non-renewals for principals, non-teaching professionals and Central Office Administrators	Superintendent	March 25, 2021
7. Notify contracted personnel of Proposed non-renewal/terminations	Board of Trustees Human Resources	April 9, 2021
8. Complete all evaluations for Paraprofessionals, secretaries, clerks and auxiliary personnel and submit to HR	Principals, Directors, Supervisors, Administrators	End of April 2021
9. Proposed contract renewals, Non-renewals/terminations for Teachers and other professionals Recommended to Board	Superintendent	April 15, 2021
10. Initiate notification and availability of Letters of Reasonable Assurance to paraprofessionals, administrators, secretaries, clerks and applicable auxiliary personnel	Principals, Directors, Supervisors, Administrators	May 2021

11. Final date for Letters of Reasonable Assurance to be signed	Principals, Directors, Supervisors, Administrators	May 2021
12. Submit all appraisals for teacher and the evaluation instruments for Administrators to the Office of Human Resources <i>(ensure summative Conference have been conducted)</i>	Principals	June 18, 2021
13. Conduct Principals' Summative Evaluations	Asst. Superintendents Superintendent	June 2021
<p><i>Note: for any paraprofessional or auxiliary personnel not being recommended for re-employment, due process must be followed and documentation must be submitted to the Office of Human Resources prior to notice.</i></p>		