

Timelines in the Decatur Public Schools Teacher Appraisal Process

Evaluation Component	Nontenured Teachers	Tenured Teachers	Part-Time Teachers or Retirees
Group Appraisal Conference	First faculty meeting of year	First faculty meeting of year	First faculty meeting of year
Individual Preappraisal Conference	Within 20 days of the first day of student attendance	Within 20 days of the first day of student attendance	Within 20 days of the first day of student attendance
Preobservation Conference 1	Within five days before Observation 1	Within five days before Observation 1	Within five days before Observation 1
Observation 1: Scheduled	By October 15	By December 20	By March 1
Postobservation Conference 1	No later than seven days after Observation 1	No later than seven days after Observation 1	No later than seven days after Observation 1
Observation 2: Unscheduled	By December 20	By April 1	Not applicable
Postobservation Conference 2	No later than seven days after Observation 2	No later than seven days after Observation 2	Not applicable
Preobservation Conference 3	Within five days before Observation 3	For teachers who received a <i>needs improvement</i> rating or remediation plan in previous year, within five days before Observation 3	Not applicable
Observation 3: Scheduled	By February 15*	For teachers who received a <i>needs improvement</i> rating or remediation plan in previous year, by April 15*	Not applicable
Postobservation Conference 3	No later than seven days after Observation 3	No later than seven days after Observation 3	Not applicable
Summative Conference	By March 1**	By May 1**	By May 1**

* A minimum of seven days must occur between a postobservation conference and the subsequent observation.

** The summative conference must be separate and distinct from the final postobservation conference unless both parties agree to combine the two meetings.