



**PGCEA Bargaining Unit 1 Employees Central Office**  
**Standards for Excellence (SFE)**  
**2019-2020 Evaluation Timeline**

EVALUATION ACTION ITEM	RESPONSIBLE PARTY	DUE DATE/TIMELINE
Notified by school administration of Evaluation Status SFE (on and off-cycle) <ul style="list-style-type: none"> <li>Teacher/Specialist confirm evaluation status in the (MyPPS) platform</li> </ul>	Supervisor/Administrator/Teacher	First Duty Day
Complete Goal Setting Form in MyPPS (SFE on and off-cycle)	Teacher/Specialist	September 27 or within 30 days of hire date
Goal Setting Conference	Administrator/Teacher/Specialist	October 9
Mid-Year/Interim Ineffective Evaluation Conferences (non-tenured SFE)	Administrator	December 4 - February 21
Mid-Year/Interim Ineffective Evaluation Conferences (tenured SFE)	Administrator	December 4 - March 20
Teacher Self-Assessment (SFE on and off-cycle)	Teacher/Specialist	Due prior to the end of the year Final Evaluation Conference
Last day to <b>'Finalize'</b> SFE Observation Activities (SFE on cycle)	Administrator	May 13
Ineffective - Final Evaluation Conferences completed (SFE on and off-cycle)	Administrator	June 10
Effective and Highly Effective - Final Evaluation Conferences completed (SFE on and off-cycle)	Administrator	By the last duty day

**\*\*Failure to complete required evaluation activities may negatively impact the final evaluation score\*\***