



PGCEA Bargaining Unit I 2022-2023 Evaluation Timeline

ACTION ITEM	RESPONSIBLE PARTY	DUE DATE/WINDOW
Evaluation Materials Distributed for all FFT (On and Off-Cycle) and SFE (On and Off-Cycle) <ul style="list-style-type: none"> ● FFT Educator/SFE Educator/Specialist Confirm Evaluation Status in eDoctrina 	Supervisor/Administrator/ Unit I Employee	*First Duty Day
Beginning-of-Year Conference Held Beginning-of-Year Conference documented in eDoctrina <ul style="list-style-type: none"> ● Growing and Developing Professionally ● Student Growth Measure (FFT) ● Academic or Program Growth (SFE) 	Supervisor/Administrator/ Unit I Employees (FFT and SFE On- and Off-Cycle)	September 7 - October 26 or; New Hire - Within 30 work days of hire date
Student Growth Measure Quantitative (Roster Development) <ul style="list-style-type: none"> ● FFT Educator create roster in eDoctrina ● Administrator review and approve awaiting final results 	Supervisor/Administrator/ Unit I Employee (FFT On- and Off-Cycle)	Completed within 10 work days of available assessment data
Mid-Year Conference Held Mid-Year Conference Documented in eDoctrina <ul style="list-style-type: none"> ● Growing and Developing Professionally ● Student Growth Measure 	Supervisor/Administrator/ Unit I Employees (FFT and SFE On- and Off-Cycle)	December 1 - February 3
Interim Ineffective Evaluation Conferences for NON-TENURED Held	Supervisor/Administrator	December 1 - February 3
Interim Ineffective Evaluation Conferences for TENURED Held	Supervisor/Administrator	December 1 - May 5
FFT and SFE On-Cycle Observation Activities Finalized in eDoctrina	Supervisor/Administrator	May 5
End-of-Year Conference Held and Documented in eDoctrina <ul style="list-style-type: none"> ● Ineffective Final Evaluation Rating <ul style="list-style-type: none"> ○ Professionalism Rated by Administrator in eDoctrina ○ Growing and Developing Professionally ○ Student Growth Measure 	Supervisor/Administrator/ Unit I Employees (FFT and SFE On- and Off-Cycle)	*Prior to June 10
End-of-Year Conference Held and Documented in eDoctrina <ul style="list-style-type: none"> ● Effective and Highly Effective Final Evaluation Ratings <ul style="list-style-type: none"> ○ Professionalism Rated by Administrator in eDoctrina ○ Growing and Developing Professionally ○ Student Growth Measure 	Supervisor/Administrator/ Unit I Employees (FFT and SFE On- and Off-Cycle)	*By last duty day

*Per Negotiated Agreement

Dates are subject to change.

7/19/22

New employees employed in a position subsequent to any timeline noted above shall begin the process at the time of the appointment to the position or no later than 30 days after such an assignment. Failure to complete required evaluation activities may negatively impact the Final Evaluation score.