APPENDIX VI – 7
**TUSD Teacher Evaluation Workflow SY 2016-2017**

**Step 1**
Beginning of the year and pre-conference held by end of 1st Quarter – Start Domain 1

**Step 2**
Teacher Self-Review completed by December 1st

**Step 3**
1st Observation for all teachers **must** be completed by December 1st

**Step 4**
Post Conference with written feedback **must** be held within 10 business days of observation

**Step 5**
For teachers who scores 30 or more points in Domains 2 & 3 may request a second observation

**Step 5A**
For teachers who scores less than 30 points on Domains 2 & 3, schedule a 2nd pre-conference and begin the observation cycle again. (A second or subsequent observations is required)

**Preliminary scores for Domains 1 & 4 should be entered by January 31st.**

**Step 6**
2nd and subsequent Observations **must** be completed by May 1st

**Step 7**
Post Conference with written feedback **must** be held within 10 business days of observation

**Step 8**
Finish Domain 1, complete Domain 4 and the summary conferences form. Hold final conference, sign and date the summary by May 15th. Evaluation is complete!