

PDAS Annual Appraisal Review

- Mutual consent is required for observations in shorter time segments that add up to 45 minutes.
- Observations for all appraisals are unannounced.
- All parts of the TSR must be completed within established deadlines.
- Any documentation used in the appraisal must be provided in writing to the teacher within 10 working days of the appraiser's awareness of the occurrence.
- The annual summative report must be provided to the teacher at least 5 working days before the summative conference.
- The summative conference may be waived in writing by the teacher only.
- Written rebuttals must be submitted within 10 working days after receiving written documentation associated with the appraisal or after the annual summative appraisal report. Rebuttals become part of the official file, but neither mandate any further action nor a change in the appraisal document.
- An intervention plan may be developed at any time at the discretion of the certified appraiser when documentation exists that would potentially produce a rating below Proficient.
- Second appraisals must be requested within 10 working days of the written observation summary or the annual summative appraisal report.
- Teachers on a Probationary contract must be appraised on PDAS.
- It is the appraiser's decision to place a teacher on the 3-year rotation cycle or LCA, and the principal's sole decision to revert to PDAS at any time.
- Participating in either the PDAS rotation or the LCA process requires Proficient or above on each Domain on the previous year's PDAS appraisal.
- PDAS policies are located in *Policy Online*. (Search PDAS.)

**Plano ISD, 2012-2013
TEACHER APPRAISAL CALENDAR**

PDAS Orientation	<ul style="list-style-type: none"> - Pre-service dates: 7/27, 8/6, 8/9, 8/13 - <i>Later Hires</i>: Orientation must occur "at least three weeks before the teacher's first observation." [§150.1007(2)] <ul style="list-style-type: none"> - District sessions: 9/6, 9/20, 10/11, 1/15 - Campus administrators complete additional PDAS orientation as hiring necessitates.
Appraisal Year	Monday, August 27, 2012 through Friday, June 7, 2013
Annual PDAS review for all staff	"At least three weeks prior to the first formal observation." [§150.1007(3)]
TSR Section I	No later than September 14, 2012
Observations	Monday, September 17, 2012 through Thursday, May 9, 2013
No formal observations may be conducted on the days listed.	October 18-19, 2012 November 20, 2012 December 21, 2012 January 18, 2013 February 15, 2013 March 8, 2013 March 28, 2013
Review and testing days	No formal observations may be held on semester review days, exam days, or on days scheduled for TAKS, STAAR, EOC, or other standardized tests. (DNA Local)
TSR Sections II & III	At least two weeks prior to each Summative Conference, but no later than May 2, 2013
Summative Conferences	Completed by May 16, 2013 May be waived in writing by TEACHER, not Appraiser