

## **PDAS Annual Appraisal Review**

- Mutual consent and waiver 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 mandates 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*. DNA (LEGAL) and DNA (LOCAL)
- All 3<sup>rd</sup> year Probationary teachers should have at least one observation completed by November 7, 2014.