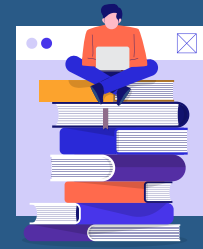




# TEACHER PERFORMANCE APPRAISAL (TPA)

A GUIDE FOR TEACHERS



## NEW TEACHERS



**NTIP:** New teachers, in their first 12-months of a contract position, will be enrolled into the New Teacher Induction Program. New teachers must complete two performance appraisals, one in each of their first two semesters. NTIP members must have two successful evaluations in the new teaching period.

Once a teacher has completed the 12-month NTIP process, they move into the regular Teacher Performance Appraisal cycle, which is one performance appraisal completed every 5-years.

## TPA TIMELINES: days indicated are “school” days

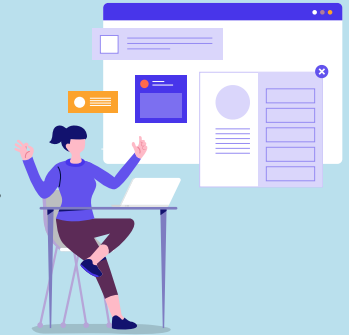
**TPA Notification:** within the first 20 days of the school year, members should be notified if they are to have their TPA that school year.

**Pre-meeting:** within the 2 days prior to the classroom observation.

**Post-meeting:** as soon as possible, but not later than 10 days after the classroom observation.

**Final Report:** no later than 20 days after observation.

**Sign Off:** within 5 days after receiving your report, you should return it signed with your completed ALP.



## DEFERRALS AND EXEMPTIONS



**A Deferral** is a request to postpone your TPA by one year. A deferral does not change your cycle year, meaning the following TPA would be in 4 years.

**An Exemption:** If a member missed the entirety of a school year during their TPA cycle they can apply for an exemption year. This does change your TPA cycle.

To apply, you must complete the form on the BWW.

## ANNUAL LEARNING PLAN (ALP) in TPA YEAR.

A teacher’s annual learning plan (ALP) is always to be teacher-authored and teacher-directed. During the TPA process, a teacher may **choose** to include next steps for professional growth suggested by their administrator. The ALP is due at the end of the TPA process when returning the final signed report to your administrator.

