



Evaluation Appeals Form 2015-16

Appeals Form for Evaluation Procedural Errors
In accordance with Article X and the Evaluation Manual

Name: _____ Date: _____

Employee Personnel Number: _____ Phone: _____

Personal Email: _____

School: _____ Position: _____

Contract Status (Circle One): Probationary Contract
 Annual Contract (AC)
 Professional Service Contract (PSC)
 Continuing Contract (CC)

If you are a Probationary or Annual Contract teacher, were you reappointed? _____

Category Placement (Circle One):

1 – New Teachers (0-2 years teaching experience)

2a – Completed 3 years or more teaching experience and are AC, PSC, or CC

2b – 4th Year teaching, new to OCPS or assigned a new school with different student population or position, new subject or grade level, received between 2.0 – 2.4 rating

3 – Performance Improvement Plan (PIP)

4 – Hired on or after February 1, taught 80 student days or less, shall not be required to do a DP

Evaluator (Formal): _____ Instructional Practice Score: _____

Deliberate Practice Rating (Circle One): beginning developing applying innovating

Observer(s) (Informal): _____

Counted/Didn't count _____

(Was observer on OCPS _____



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List as an Evaluator?)

Domain(s) to be addressed (Circle Any That Apply): 1 2 3 4 Other

Issue(s): Organize your arguments by listing all issues independently, and specify what you believe the violations to be. Be as specific as possible. Please include dates, times, and any documentation necessary to support your appeal. (Highlight areas on attached documents that are relevant arguments).

Attachments: Please attach artifacts and include relevant iObservation Reports or emails.

ISSUE 1:

ISSUE 2:

ISSUE 3:

ISSUE 4:

ISSUE 5:



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Particular comments or requests you would like the Committee to consider or review such as: your age, race, etc. and if your position was changed this year. (this will help to see if there is any kind of discrimination.): _____

Instructional Employees have the option to either grieve a procedural error concerning their evaluation or to appeal. This form is for appeal. Please inquire with your UD for further information in this regard.

Signed: _____

Date: _____

Date Received: _____

Case # (Office Use): _____



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SAMPLE ISSUES*

You do not need a lot of detail just a fact and the evidence. The dates that show up on your evaluation may not be the date the observation/meeting took place so make sure you have the correct date. You can challenge the evaluator's rating if you receive a developing and under the guidelines or Marzano it should be applying. (For example: your evaluator said 4 students were not paying attention, but was it the majority? If not, then it should be applying).

ISSUE 1: I requested in writing an extra informal on mm/dd/201y and I did not receive one. See attached email.

ISSUE 2: I did not receive the correct number of observations. I should have had 4 informal and only had 3. See attached evaluation.

ISSUE 3: I did not receive an observation during each semester. See attached evaluation.

ISSUE 4: There was an informal or formal posted on mm/dd/201y, but no one ever came in to do that observation that day or any other day. See attached evaluation.

ISSUE 5: I had multiple observations on the same day or within five days on mm/dd/201y and I did not have time to improve before the second one. See attached evaluation.

ISSUE 6: I did not have a face-to-face meeting for my (pre or post) conference that was posted on mm/dd/yy. See attached evaluation.

ISSUE 7: I requested in writing (see attached email) a different observer for my informals and it was not granted.

ISSUE 8: I did not have (or I wasn't given the opportunity to keep or not) a practice informal. The first observation I had was on mm/dd/yy and it was scored. See attached evaluation.

ISSUE 9: I requested status change and it was not honored (2A/ 2B). See attached email.

ISSUE 10: The date and time for my formal was not what I agreed to. See attached email and evaluation.

ISSUE 11: The actual length of my (formal/informal) on mm/dd/yy was not the minimum length required. See attached documentation.

ISSUE 12: I was not allowed to pick my own deliberate practice (DP) but was told I had to do a different one. See attached email(s).

ISSUE 13: My deliberate practice was not scored near the end or was only scored near the start. See attached evaluation.



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ISSUE 14: My evaluation was conducted on the day before Thanksgiving or on a day before or after Winter or Spring Break.

ISSUE 15: If my observations were conducted within 2 weeks of each other, without feedback I may have a reason for appeal.

ISSUE 16: My observations contain conflicting feedback.

ISSUE 17: I was given a deadline before the contractual date of April 30th to complete all observations and/or my deliberate practice plan.

ISSUE 18: I was told I had to meet additional items that the principal inserted in the protocol for DOMAIN IV.

ISSUE 19: I was not able to add feedback on i-Observation for my observations.

ISSUE 20: More than two observers evaluated me and the observation counted without mutual agreement.

ISSUE 21: I was told my scores would be lower after my principal received feedback from the Marzano Company LSI.

*Only use these as examples. This is not an all-inclusive list nor does using one of these guarantee your appeal will be approved. Use this as a guide only. You may only have one issue.



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RECOMMENDED PRESENTATION OF APPEAL

Please present your appeal and evidence in the following format in a bound notebook

- Tab 1:** Appeal Form and the rationale
- Tab 2:** Printed copies of all of your informal and formal 2015-2016 observations from iObservation. Please highlight areas of concern.
- Tab 3:** Any record of correspondence such as email between the teacher and the evaluator which addresses your concern to support the appeal that you are seeking.
- Tab 4:** Artifacts: For instance, for Domain I artifacts could be photos of your posted learning goals and /or common board, any related lesson plans, rubrics, video exit slips, evidence, peer or self-assessment samples, or examples of student work. For Domain IV artifacts could be workshop agendas, communication from a parent, etc.
- Tab 5:** Your final 2014-2015 Evaluation if you had one for comparison purposes.