

TEACHER RESPONSE AND APPEALS

A teacher may submit a written response or rebuttal at the following times:

- a. After receiving a written observation summary, or any other written documentation associated with the teacher's appraisal; and/or
- b. After receiving a written summative annual appraisal report. §150.1005(a)

Any written response or rebuttal must be submitted within ten (10) working days of receiving a written observation summary, a written end of year annual report, or any other documentation associated with the teacher's appraisal. At the discretion of the appraiser, the time period may be extended to 15 working days. §150.1005 (b)

A teacher may request a **second appraisal** by another appraiser at the following times:

- a. for Domains I, II, and III, as identified in §150.1002(a), after receiving a written observation summary with which the teacher disagrees; and/or
- b. for Domain IV, as identified in §150.1002(a), after receiving a written end of the year annual appraisal report with which the teacher disagrees.

Within ten (10) working days of receiving a written observation summary or written end of year appraisal report, the teacher shall electronically submit the online second appraisal request form located on the Human Resources website. This request is to include the name of the campus and name of the teacher's appraiser along with the date of receipt of the written observation summary or written summative annual appraisal report. The form should be emailed or faxed to the Chief Human Resources Officer.

Within 24 hours of receipt, the Chief Human Resources Officer will draw from the Second Appraiser Pool the names of three certified appraisers. Said names will be immediately transmitted to the teacher and the appraiser. In a telephone conference conducted by the Chief Human Resources Officer, a second appraiser will be selected by process of elimination, one name on the list eliminated by the teacher and one by the appraiser. The remaining name on the list is selected to conduct the second appraisal.

The second appraiser shall make observations and walk-throughs as necessary to evaluate Domains I through III. The second appraiser shall use cumulative data from the first appraisal to evaluate Domain VI. Cumulative data may also be used by the second appraiser to evaluate other domains. §150.1005 (j) The two appraisals will be averaged, each having equal weight.

Should the teacher desire written comments in response to the written summative annual appraisal report, said written request must be made of the appraiser within ten (10) working days of receipt of the report. The appraiser must respond within ten (10) working days of receipt of the request. A teacher desiring to present a grievance concerning his/her appraisal will utilize the procedure as outlined in District Policy DGBA and its companion exhibit.