

**Horry County Schools  
ADEPT Teacher Evaluation  
2011-2012**

**Checklist/Timeline for  
Induction, Annual, and Continuing Contract Teachers**

**PRELIMINARY EVALUATION CYCLE**

- **August 15, 2011** Mentor and Evaluation team assignments (with evaluation team chair person identified) due to ADEPT office.
- **August 19, 2011** Orientation Session conducted by the Principal/designee for all professional personnel.
- **August 26, 2011** Submit agenda and sign-in sheets for Orientation sessions to the ADEPT office.
- **August 30, 2011** Written notification of Preliminary Long-Range Plan (LRP) course selection/approval should be distributed.
- **September 16, 2011** Teachers must submit a completed LRP (TT1) to evaluation team chair.
- **September 23, 2011** Administrators review Annual and Continuing Contract Goals-Based Evaluations (A-GBE; C-GBE).
- **October 14, 2011** Last day to submit Unit Work Samples, UWS (TT2).
- **October 21, 2011** Last day to submit Professional Self-Assessment (TT4).
- **November 4, 2011** All integral classroom observations (ET1) completed.
- **Within 7 calendar days following EACH integral classroom observation**, teachers should complete Reflection on Instruction and Student Learning (TT3) and submit to the evaluation team chair.
- **November 11, 2011** Last day to submit Professional Performance Reviews (ET2).
- **November 15, 2011** All evidence documentation (ET1, ET2, TT1, TT2, TT3, TT4) placed in the dossier and available for evaluation team review.
- **December 2, 2011** Preliminary Evaluation period ends and all teacher conferences completed.
  - Oral feedback
  - Written feedback (ET3)
- **December 5, 2011** Last day to submit all Preliminary Documentation, including SAFE-T Summary sheets (ET3) and ADEPT Administrative Summary report (E-6) submitted to the ADEPT Office. Also submit the completed E-6 to the appropriate Executive Director.
- **December 12, 2011** Submit Individualized Assistance Plans (Competency-Building) for any key element identified as Not Met to the ADEPT office.

**FINAL EVALUATION CYCLE**

- **January 3, 2012** Final Evaluation cycle begins.
- **January 20, 2012** Last day to submit a completed LRP (TT1) to the evaluation team chair (if required).
- **February 17, 2012** Last day to submit Unit Work Sample, UWS (TT2) to the evaluation team chair (if required).
- **March 2, 2012** Last day to submit Professional Self-Assessment (TT4).
- **March 2, 2012** All integral classroom observations (ET1) completed.
- **Within 7 calendar days following EACH integral classroom observation**, teachers complete Reflection on Instruction and Student Learning (TT3) and submit to the evaluation team chair.
- **March 9, 2012** Last day to submit Professional Performance Review (ET2) to the evaluation team chair.
- **March 9, 2012** All evidence documentation (ET1, ET2, TT1, TT2, TT3, TT4) placed in the dossier and available for evaluation team review
- **March 16, 2012** Final Evaluation period ends and all teacher conferences completed.
  - Oral feedback
  - Written feedback (ET3)
- **March 20, 2012** All Final Documentation (SAFE-T Summary sheets (ET3), ADEPT Administrative Summary report (E-6) due to the ADEPT Office by 4:30 PM. Also submit the completed E-6 to the appropriate Executive Director.
- **March 30, 2012** Submit Individualized Assistance Plans (Competency-Building) for any key element identified as Not Met to the ADEPT office.
- **March 30, 2012** Continuing with Conditions – 2011-2012. Letter of Notification, Conference Summary, and Individualized Assistance Plan for teachers being recommended for formal evaluation for 2012-2013 school year due. (Include a review/summary of completed IAPs.)