

## EAN EVALUATION GUIDELINES

### PREPARE FOR YOUR EVALUATION NOW ... PROTECT YOUR RIGHTS!

Evaluation *should* be conducted for one reason only. That reason is to help the employee improve his/her performance and skills. Too often the reason is to terminate an employee's contract. Employees must also contend with evaluation being used for punitive purposes. Since the real purpose of evaluation is often lost in less desirable motives, the following guidelines are offered for the employee's protection:

1. Employees should keep complete records of their professional performance. This includes copies of all contracts, observations, evaluations, letters or memos to/from principals or supervisors, and any other written data they may have.
2. **If any of the following circumstances occur, contact the EAN office. Do it promptly!** There are time limits on your rights. A) Two domains on the "Summative Appraisal Instrument" are marked below standards, B) You feel your observation or evaluation is unjust or inaccurate; C) You are asked to resign in mid-year; D) You are suspended (with or without pay); E) Your contract is not renewed; F) Evaluation procedure timelines are not met by your principal; G) You are informed that your performance is being reviewed by the Professional Review Board; I) You are given a "Plan of Action".
3. Particular alarm is warranted if you are given a "Plan of Action". *This is a sure indication you are being considered for dismissal!*
4. In an evaluation conference, do not get drawn into an argument and try not to quibble over words. If tempers flare, schedule another meeting. Take notes, ask questions to clarify, and keep calm and professional.
5. If you are given a negative observation or evaluation, request a day or two before the follow-up conference takes place. If this is denied, record this in your log and contact the EAN.
6. Employees should *ask for* and receive copies of any written evaluation or "observation" at the time they are done. If the evaluator refuses to give you a copy, insist. If you still do not receive one, try to remember what was on the evaluation and write a memo to yourself. Then call EAN.
7. If you are asked to sign an observation or evaluation that you do not agree with, sign it with the following note over your signature:  
"I have seen this observation/evaluation but I do not agree with portions of it." or  
"I have seen this evaluation/observation form but I do not agree with the observer's/evaluator's assessment." — or check the disagree box.  
***If you wish to attach a statement, write "statement to follow" above your signature.***
8. The evaluators should sign all written evaluations. If they refuse, make a note of it on your copy.

9. If comments are made on your observation/evaluation form that you cannot refute or definitely explain, request the observer/evaluator to put in writing the steps you should take to overcome the (alleged) deficiency (ies) noted. (Put your request in writing!) Specific behavior and teaching strategies should be recommended including a time reference for expected date of accomplishment. There should also be a follow-up visit by the observer/evaluator. *Insist on this.*
10. If an observer noted deficiencies, begin immediately to document what you are doing to correct the deficiencies, *even if* you do not agree they exist. Keep notes, detailed plans, and samples of materials produced, etc. Make a record of compliance with all requests, with notation by a witness, if possible. Never turn in a requested form or report by leaving it on an unattended desk! **Contact the EAN for assistance when you are facing this situation!!!**
11. If an observation went poorly, request another. If denied, record this in your log and contact the EAN. You may also want to request an observation by another non-supervisory administrator, e.g., a subject area coordinator.
12. Keep a copy of all correspondence to the principal or administration and make any major requests in *writing*.
13. Set dates, place and time for the evaluator to work with you to improve deficiencies. (If an evaluator does not show up, note this in your log.)
14. Never sign a forced resignation without first getting advice from the EAN staff or from an attorney. Once you resign, you lose some of your rights to fight, and possibly some of your due process rights.
15. Keep a constant record of who visits your classes, the date, time of day, length of visit and what was being taught. You never know when you will need it. The visitors always do this, so you should too.
16. Document your compliance with all major requests (reports, forms plans, etc.). If dealing with a hostile administrator, have a colleague witness your compliance and make notes.
17. Teachers should always have lesson plans. There is no official policy for Norfolk teachers to follow. The *Memorandum of Understanding* contains the following provision: ***Teachers shall design lesson plans that indicate objectives, procedures, materials, and evaluation in a format that is mutually agreeable to the teacher and her/his supervisor.***