

**Norfolk Public Schools Staff Supervision and Evaluation /Goal Setting
Timeline**

Revised: July, 2019

Date(s)	Permanent (Tenured) Teachers	Probationary (Non-Tenured) Teachers	Classified Staff
By the end of August	Administrators will formally notify tenured staff if they are due to be evaluated, and provide training on the evaluation instrument	Administrators will formally notify non-tenured staff that they will be evaluated once each semester and provide training on the evaluation instrument	Administrators/Supervisors will notify classified staff that they will be evaluated and provide information on the classified staff evaluation instrument
First Week of September	Instructional Goals set and approved by building principal or designee	Instructional Goals set and approved by building principal or designee	NA
By the end of the second week in September	Annual SMART (Student Performance Data) Goals are due to supervising administrator	Annual SMART (Student Performance Data) Goals are due to supervising administrator	NA
By the end of September	Annual SMART Goal conferences will be held with all tenured teachers and their supervising administrator	Annual SMART Goal conferences will be held with all non-tenured teachers and their supervising administrator	NA
By the end of first semester	First Semester Goal Reflections due to supervising administrator	The first semester non-tenured Summative Evaluation conferences will be completed. First semester goal reflections due to supervising administrator	NA
By the end of the second full week in January	NA	All first semester non-tenured Summative Evaluations submitted to the Human Resources office	NA
By the first Friday of May	NA	NA	All classified staff evaluations must be submitted to the Human Resources office
By the end of second semester	All tenured Summative Evaluation conferences will be completed SMART Goal end-of-year conferences will be held	All second semester non-tenured Summative Teacher Evaluation conferences will be completed SMART Goal end-of-year conferences will be held	NA
By the end of the second week in June	Summative evaluations submitted to HR office	Summative evaluations submitted to HR office	NA