

12.3 Procedural Requirements Following Experienced Teachers' Appraisal Ratings

The sections that follow outline the requirements following specific appraisal outcomes for experienced teachers. See also Figure 2, which illustrates the process for and possible outcomes in the appraisal of experienced teachers.

12.3.1 Following a *Satisfactory* Rating

If a teacher receives a *Satisfactory* rating, the teacher and principal must identify learning and growth strategies that reflect the findings of the appraisal. The growth strategies must be taken into account in the teacher's ALP (see section 8, "The Annual Learning Plan for Experienced Teachers"). The next evaluation year for the teacher will take place after four non-evaluation years.

12.3.2 Following an *Unsatisfactory* Rating

First Unsatisfactory Rating

When teachers receive their first *Unsatisfactory* performance appraisal rating on their summative report, the principal must ensure that they receive the support, guidance, and monitoring necessary to enable them to improve their performance within a given period.

Within 15 school days of the teacher's receiving the rating, the principal must provide the teacher with an Improvement Plan that provides a written explanation of what is lacking in the teacher's performance and sets out the recommended steps and actions the teacher should take to improve it.⁶ (Each board may design its own Improvement Plan form for experienced teachers. A sample form is available in Appendix E.)

The teacher is responsible for undertaking the steps set out in the Improvement Plan. At the request of either party, the teacher and principal must meet to discuss the outcome of the appraisal process after the teacher receives a copy of the completed summative report and Improvement Plan signed by the principal.

Timing of a Second Appraisal Following the First Unsatisfactory Appraisal Rating

The interval between the first performance appraisal that results in an *Unsatisfactory* rating and the second performance appraisal is at the principal's discretion, subject to any applicable board policies, as long as the second appraisal takes place within

6. Refer to the Education Act, Part X.2, s. 277.36(2).

60 school days after the principal has given the teacher written notice of the initial *Unsatisfactory* rating. In exercising this discretion, principals must balance the desirability of giving teachers a reasonable opportunity to improve their performance against the responsibility of providing students with quality education.

If the second appraisal results in a *Satisfactory* rating, the teacher and principal must follow the process outlined in section 12.3.1, "Following a *Satisfactory* Rating". If the second appraisal is *Unsatisfactory*, they must meet the requirements set out below.

Second Unsatisfactory Appraisal Rating

Teachers who receive two consecutive *Unsatisfactory* ratings on their summative reports will be placed on review status. In such a case, within 15 school days, the principal must:

- provide the teacher with a written Improvement Plan, setting out steps and actions that the teacher should take to improve his or her performance. The Improvement Plan should take the teacher's input into account. Before preparing the plan, the principal must consult with the appropriate supervisory officer;
- give the appropriate supervisory officer a signed copy of the summative report, the Improvement Plan, and all documents relied on in conducting the performance appraisal, together with a brief written summary of the matters discussed with the teacher at the appraisal meeting(s).

Figure 2. Performance Appraisal of Experienced Teachers Flow Chart

