

## 2020-21 TEAM Evaluation Timeline

This document provides district, charter, and school leaders with processes, deadlines, and resources related to educator evaluation. The department will communicate additional details and any adjustments via the [TEAM website](#) and the Human Capital Update. All actions must be completed by 5 p.m. CT on the dates listed.

Completion Date	Action	Owner(s)	Resources	Designation
June 1, 2020	Finalize partial year exemptions (PYE)/COVID19 in TNCompass.	<ul style="list-style-type: none"> <li>Evaluation configurators</li> <li>Administrators</li> </ul>	<a href="#">2019-20 Educator Evaluation TNCompass Coding Guidance</a>	Prior Year (2019-20) Evaluation Closeout
June 8, 2020	TEAM evaluator certification and recertification process opens.	<ul style="list-style-type: none"> <li>Evaluation configurators</li> <li>Evaluators</li> </ul>	<a href="#">TEAM training registration and information</a>	Current Year (2020-21) Evaluation Implementation
June 17, 2020	Complete evaluation flexibility options survey and sign MOU for TNCompass configuration.	<ul style="list-style-type: none"> <li>Directors of schools</li> <li>Evaluation configurators</li> </ul>	<a href="#">Evaluation Flexibility Options Survey Guidance</a>	Current Year (2020-21) Evaluation Implementation
July 27, 2020	2020-21 school year opens to assign district-level roles and permissions in TNCompass.	<ul style="list-style-type: none"> <li>Directors of schools</li> <li>Evaluation configurators</li> </ul>	<a href="#">TNCompass User Guide</a>	Current Year (2020-21) Evaluation Implementation
Oct. 15, 2020	Complete 2020-21 staffing in TNCompass.	<ul style="list-style-type: none"> <li>Evaluation configurators</li> </ul>	<a href="#">TNCompass User Guide</a>	Current Year (2020-21) Evaluation Implementation
Nov. 30, 2020	Complete portfolio teacher rostering.	<ul style="list-style-type: none"> <li>Portfolio leads</li> <li>Evaluation configurators</li> </ul>	<a href="#">Portfolio Rostering Guidance</a>	Current Year (2020-21) Evaluation Implementation
Nov. 30, 2020	Enter all growth and achievement measure selections for 2020-21 into TNCompass.	<ul style="list-style-type: none"> <li>Evaluation configurators</li> <li>Administrators</li> </ul>	<a href="#">Achievement Measure Selection Guidance</a>	Current Year (2020-21) Evaluation Implementation
Jan. 15, 2021	Complete fall semester teacher and administrator observation entry in TNCompass.	<ul style="list-style-type: none"> <li>Administrator evaluators</li> <li>Teacher evaluators</li> </ul>	<a href="#">TNCompass User Guide</a>	Current Year (2020-21) Evaluation Implementation
Jan. 15, 2021	Identify current partial year exemptions (PYE) and enter in TNCompass.	<ul style="list-style-type: none"> <li>Evaluation configurators</li> <li>Administrators</li> </ul>	<a href="#">Partial Year Exemption Guidance</a>	Current Year (2020-21) Evaluation Implementation

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Jan. 15, 2021	Ensure portfolio point A submissions are on track.	<ul style="list-style-type: none"> <li>District portfolio leads</li> </ul>	<a href="#">Portfolio Resources</a>	Current Year (2020-21) Evaluation Implementation
Jan. 15, 2021	Submit request for additional achievement measures and alternative growth measures to portfolios.	<ul style="list-style-type: none"> <li>Directors of schools</li> <li>Evaluation configurators</li> </ul>	<a href="#">Measure Approval Process</a>	Future Year (2021-22) Evaluation Preparation
Jan. 15, 2021	Submit request to pilot observation model not currently state board-approved.	<ul style="list-style-type: none"> <li>Directors of schools</li> <li>Evaluation configurators</li> </ul>	<a href="#">Model Approval Process</a>	Future Year (2021-22) Evaluation Preparation
June 1, 2021	Submit request to continue approval of piloted alternate observation models.	<ul style="list-style-type: none"> <li>Directors of schools</li> <li>Evaluation configurators</li> </ul>	<a href="#">Model Approval Process</a>	Future Year (2021-22) Evaluation Preparation
Spring 2021	Identify portfolio peer reviewers.	<ul style="list-style-type: none"> <li>District portfolio leads</li> </ul>	<a href="#">Portfolio Resources</a>	Current Year (2020-21) Evaluation Implementation
April 2021	Monitor educator portfolio submission status in Portfolium.	<ul style="list-style-type: none"> <li>District portfolio leads</li> </ul>	<a href="#">Portfolio Resources</a>	Current Year (2020-21) Evaluation Implementation
March 31, 2021	Complete evaluator certification and recertification.	<ul style="list-style-type: none"> <li>Teacher evaluators</li> <li>Administrator evaluators</li> <li>Evaluation configurators</li> </ul>	<a href="#">TEAM Training Registration and Information</a>	Current Year (2020-21) Evaluation Implementation
May 1, 2021	Submit portfolios into online platform.	<ul style="list-style-type: none"> <li>Portfolio teachers</li> </ul>	<a href="#">Portfolio Resources</a>	Current Year (2020-21) Evaluation Implementation
June 8, 2021	Enter final observations (including professionalism), available achievement measure and alternative growth measures to portfolio data into TNCompass, and conduct summative conferences.	<ul style="list-style-type: none"> <li>Administrator evaluators</li> <li>Teacher evaluators</li> </ul>	<a href="#">TNCompass User Guide Guidance on Summative Conferences</a>	Current Year (2020-21) Evaluation Implementation
June 8, 2021	Finalize partial year exemptions (PYE) and enter in TNCompass.	<ul style="list-style-type: none"> <li>Evaluation configurators</li> <li>Administrators</li> </ul>	<a href="#">Partial Year Exemption Guidance</a>	Current Year (2020-21) Evaluation Implementation

Completion Date	Action	Owner(s)	Resources	Designation
June 15, 2021	Upload all observation data managed by third party vendors into TNCompass.	<ul style="list-style-type: none"> <li>• Evaluation configurators</li> </ul>	<a href="#">TNCompass User Guide</a>	Current Year (2020-21) Evaluation Implementation
Oct. 15, 2021	Enter final achievement measure scores for 2020-21 into TNCompass (e.g., graduation rate, ACT).	<ul style="list-style-type: none"> <li>• Evaluation configurators</li> <li>• Administrators</li> </ul>	<a href="#">TNCompass User Guide</a>	Current Year (2020-21) Evaluation Implementation
Nov. 2, 2021	Finalize and pin all 2020-21 evaluations in TNCompass.	<ul style="list-style-type: none"> <li>• Administrator evaluators</li> <li>• Teacher evaluators</li> <li>• Administrators</li> <li>• Teachers</li> </ul>	<a href="#">TNCompass User Guide</a>	Current Year (2020-21) Evaluation Implementation