



LUBBOCK INDEPENDENT SCHOOL DISTRICT APPRAISAL PROCEDURES 2025-2026

Appraisal procedures to be followed by LISD appraisers:

- The Board of Trustees will approve the District appraisal calendar and District appraisers.
- Campus appraisers and teacher orientation facilitators will provide staff with an orientation to the Texas Teacher Evaluation & Support System (T-TESS) six weeks prior to the teachers' first formal observation. Teachers new to the district, following the initial orientation, will be provided an orientation to T-TESS no later than six weeks before the teacher's first observation.
- The appraiser will be a person who meets appraiser requirements and is approved by the Board of Trustees. Appraiser assignments, involving an appraiser other than the Principal, will be made by the Campus Principal or the Executive Director of Human Resources.
- The appraisal of itinerant staff members (i.e., counselors, librarians, nurses, speech pathologists) will require one formal observation by one appraiser annually (1X1). The administrator responsible for the itinerant personnel will determine appraisers. Staff members in these categories, who are assigned to one campus, will be appraised by a campus administrator unless designated otherwise. An appraisal instrument specifically developed for non-teaching professionals will be utilized.
- T-TESS evaluations for ALL instructional staff (waiver and full cycle) will include a student growth component, which will serve as the 17th dimension of the evaluation.

Types of Teacher Evaluations:

Each teacher will be appraised annually with either:

- **Partial T-Tess Cycle with signed Waiver [DNA (EXHIBIT)]** (Goal Setting and Summary portion of the T-TESS). Waivers will be submitted in Kickup as part of the Goals Conference at the beginning of the year.

- **Full T-TESS Cycle** (Pre-Conference, Observation, and Post-Conference Cycle POP)

Criteria for the Partial T-TESS Cycle/Waiver:

In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract;
2. Hold SBEC certification;
3. Be assigned in his or her certification area;
4. Have been employed in their current role by the District for at least three years;
5. Have served in the current teaching assignment (content/grade level) for at least one year;
6. Have served at the current campus for at least one year; and
7. Have received on the most recent appraisal a rating of Proficient for each of the 16 T-TESS dimensions
8. Have not been on a waiver for three consecutive years.

Teachers may request, at any time, to be a part of the full T-TESS cycle and receive the full POP.

Teachers who are not being appraised using the full T-TESS cycle may be returned to the full T-TESS cycle at any time if walkthrough documentation by the appraiser reflects additional teacher support is needed.

Teachers who will be appraised with the Partial T-TESS Cycle will be required to sign a waiver as prescribed in DNA (Local).

Partial T-TESS Appraisals Procedures:

- Teachers who are not being appraised with the full T-TESS cycle will complete the Goal Setting with a professional goal. Instructional staff will also set STUDENT GROWTH COMPONENT using the LISD process within the six weeks from the day of completion of the T-TESS orientation

- A Goal Setting Conference will be scheduled by the appraiser to review professional and student goals according to the T-TESS calendar
- The appraiser will conduct a minimum of two documented classroom walk-throughs, using an approved walk-through form located in KickUp
- The summative conference will be conducted at the conclusion of the appraisal cycle and no later than 15 working days before the last day of instruction for Students. Only Domain 4 will be scored.

Full T-TESS Appraisals Procedures:

- Teachers who are being appraised with the full T-TESS cycle will set a professional and student growth goal, using the LISD process and tools, within six weeks from the day of completion of the T-TESS orientation.
- A Goal Setting Conference will be scheduled by the appraiser to review professional and student growth goals according to the T-TESS calendar.
- Pre-observation conference is scheduled within a reasonable period of time before the observation.
- At least one announced classroom observation (minimum of 45 minutes-beginning, middle, and end of the lesson) will be conducted, along with a minimum of two unannounced formal classroom walkthroughs.
- Additional formal and informal walkthroughs and unannounced observations may be conducted at the discretion of the appraiser.
- A Post-Conference must be conducted within ten (10) working days after completion of the observation. The conference must be documented on the appropriate forms in Eduphoria.
- The summative conference will be conducted at the conclusion of the appraisal cycle and no later than 15 working days before the last day of instruction for students. Additional evidence will be reviewed with the teacher to assign a rating to Domain 4.

Documentation/ Evidence for Rating:

- Any additional documentation that will influence the teacher's summative annual appraisal must be shared in writing with the teacher within **ten** working days of the appraiser's knowledge of the occurrence.

- Any third-party information from a source other than the teacher's appraiser shall be verified and documented by the appraiser.
- Documentation collected after the summative conference, but before the end of the contract term during one school year, may be considered as a part of the teacher's appraisal. If the documentation affects the teacher's evaluation in any domain, an additional summative annual appraisal report shall be developed, and another summative conference held to inform the teacher of change(s).

Rebuttal:

A teacher may submit a written response or rebuttal within **ten** working days after receiving a written observation summary, or any other written documentation associated with the teacher's appraisal, and/or after receiving a written annual summative report.

The written rebuttal shall be attached to the report and placed in the teacher's annual appraisal file, and a copy will need to be filed with the Human Resources Department.

Request for Second Appraisal:

A teacher may request a second appraisal after receiving a written post-observation summary with which the teacher disagrees and/or after receiving a written annual summative report with which the teacher disagrees.

The second appraisal must be requested in writing to the Executive Director of Human Resources (with a copy to the teacher's principal) within ten working days of receiving the report. This can be 15 working days at the discretion of the appraiser.

The Second Observation Request Form is available on the Human Resources Intranet website.

The Executive Directive for Human Resources will assign a second appraiser from the Board-approved list of appraisers.

Second Observation:

- The observation shall be scheduled within a three-week window unless extenuating circumstances exist. At least five workdays' notice will be given prior to scheduling the pre-conference meeting.
- The second appraiser shall appraise the teacher in the first three domains. Observations and walk-throughs shall be conducted as necessary to evaluate Domain 4. Evidence may also be used by the second appraiser to evaluate other domains.

- The second appraiser will conduct a post-observation conference with the teacher and issue the Post-observation conference summary report within ten workdays of the observation.
- The teacher's official appraiser will share the new scores with the teacher by issuing a combined observation summary report within ten workdays after the teacher receives the second appraiser's scores. A conference with the teacher's appraiser shall be scheduled at the request of the teacher or appraiser.
- A teacher may appeal the annual summative appraisal report following a second observation according to procedures specified in DGBA(Local)

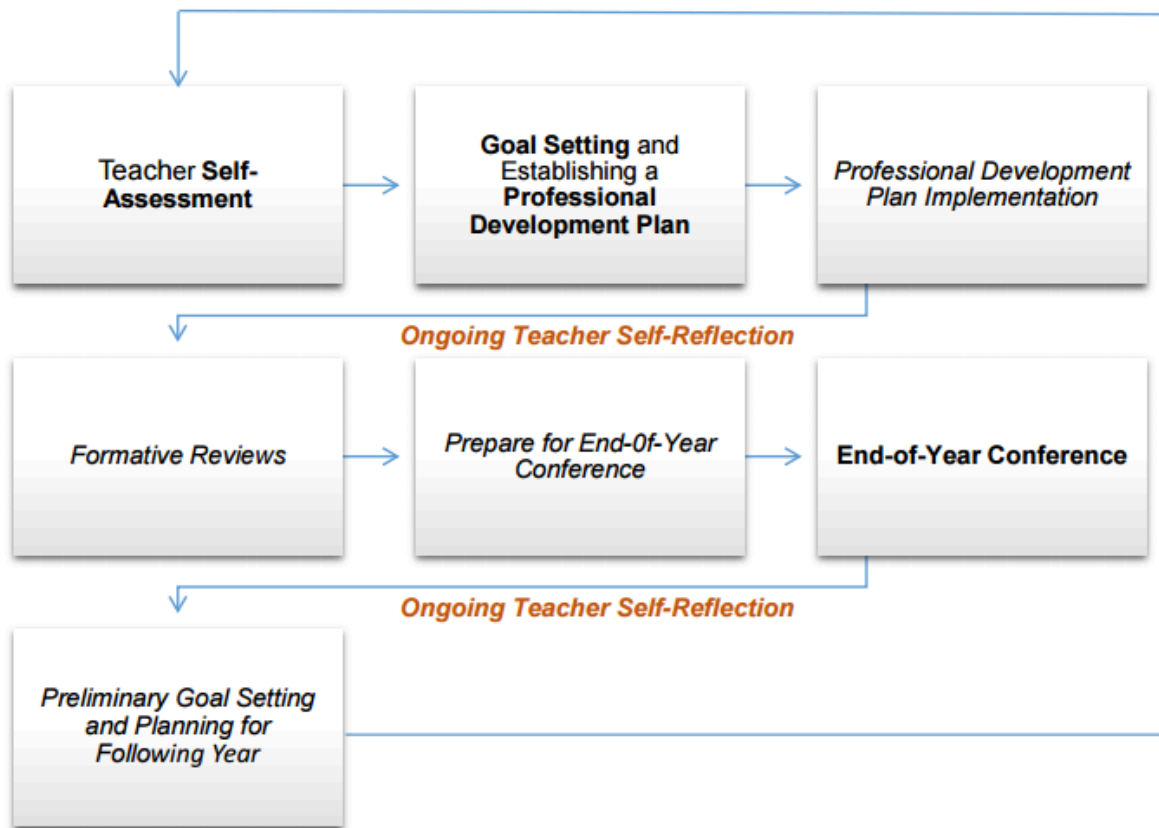
ALL forms will be maintained in KickUp:

- Goals
- Pre-Conference(s)
- Observation Summary(s)
- Post-Conference(s)
- Walkthroughs
- Summative Annual Appraisal

The following will be submitted and filed in the Human Resources Department:

- Teacher rebuttal (if appropriate)
- The teacher request for a second appraisal

T-TESS Cycle Flow Chart:



***Formative Reviews:**

Partial – Goals, PD progress, (2) Formal Documented Walkthroughs

Full - Goals, PD progress, (2) Formal Documented Walkthroughs, and POP