

Outline of Evaluation Process for Educators

Summative Evaluation for Provisional Educators and Level One Educators

Level One Educators must be evaluated twice per year due to the Utah State Board of Education (USBE) Entry Years Enhancement (EYE) requirements regardless of their Provisional status.

Twice a year – November 15 and March 15

At least one formal observation for each summative evaluation

Student Growth and Stakeholder Input are required for the March 15 evaluation, but not for the November 15 evaluation

Goal setting conference at beginning of year - including Stakeholder Input goal – and recorded in PLAN as part of the PG&E process	
November 15 Evaluation	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
	Complete Summative Evaluation Summary
PLAN mid-year review	
March 15 Evaluation	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
	Stakeholder Input
	Student Growth
	Complete Summative Evaluation Summary
PLAN end of year signoff	

Summative Evaluation for Career Educators who are relicensing

One summative evaluation during their relicensure year by May 15

Observed twice a year

Goal setting conference at beginning of year – including Stakeholder Input goal – and recorded in PLAN as part of the PG&E process	
Fall Semester	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
PLAN mid-year review	
May 15 Evaluation	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
	Stakeholder Input
	Student Growth
	Complete Summative Evaluation Summary
PLAN end of year signoff	

Formative Evaluation for Career Educators who are not relicensing

Observed twice a year

Goal setting conference at beginning of year – including Stakeholder Input goal – and recorded in PLAN as part of the PG&E process	
Fall semester	
	At least one formal observation (at least 20 minutes in length)
	Post observation conference/debriefing for each observation made
PLAN mid-year review	
Spring Semester	
	At least one formal observation (at least 20 minutes in length)
	Review Stakeholder Input goal
	Post observation conference/debriefing for each observation made
PLAN end of year signoff	