

**TRENTON BOARD OF EDUCATION  
PRINCIPAL/VICE PRINCIPAL, DIRECTOR AND SUPERVISOR  
EVALUATION TIMELINE  
2017 - 2018**

**NON-TENURED**

<i>Due Date</i>	<i>Task Description</i>
September 22, 2017	Review Evaluation Documentation.
September 29, 2017	Complete Self-Assessment in Evaluation Management System.
November 13, 2017	Submit Administrator Goals and Professional Development Plan in Evaluation Management System for evaluator's review and approval.
November 22, 2017	<b>Observation #1 and summary completed with electronic signature from administrator and evaluator.</b>
January 26, 2018	<b>Observation #2 and summary completed with electronic signature from administrator and evaluator.</b>
April 20, 2018	<b>Observation #3 completed and Marshall summative evaluation rubric scored with electronic signature from administrator and evaluator.</b>
April 26, 2018	Recommendations for non-renewals and withholding of increments with supporting documentation are submitted to the Chief Talent Officer.

**Note: Data and evidence will be collected during regular visits to schools followed by face-to-face conversations with documentation.**

**TENURED**

<i>Due Date</i>	<i>Task Description</i>
September 22, 2017	Review Evaluation Documentation.
September 29, 2017	Complete Self-Assessment in Evaluation Management System.
November 13, 2017	Submit Administrator Goals and Professional Development Plan in Evaluation Management System for evaluator's review and approval.
December 16, 2017	<b>Observation #1 and summary completed with electronic signature from administrator and evaluator.</b>
April 20, 2018	<b>Observation #2 completed and Marshall summative evaluation rubric scored with electronic signature from administrator and evaluator.</b>
April 26, 2018	Recommendations for withholding of increments and tenure charges with supporting documentation are submitted to the Chief Talent Officer.

**Note: Data and evidence will be collected during regular visits to schools followed by face-to-face conversations with written documentation.**

*Board Approved 8.28.17*