

**SUBJECT:                    EVALUATION OF PROFESSIONAL STAFF**

**Supersedes:**                GNC (Also AFC), GCN-R (also AFC-R)

**Effective:**                    January 8, 2009

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**Approved by:**              Detroit Board of Education

**1.0    Policy**

The Board of Education will establish minimum criteria for the evaluation of personnel and provide uniform records and forms to be used throughout the district.

Key administrators reporting to the General Superintendent will administer the evaluation of employees, provided that basic citywide criteria and other pertinent Board policies are followed. Responsibility for conducting evaluations will be assigned to appropriate central office, area, and school staff.

1.    General
  - a.    Appraisal of employees is an important function of administrators. The quality of performance of an individual in any position or service area is vital to the achievement of systemwide objectives.
  - b.    Based on district or school goals and/or on assigned responsibilities and duties, an appraisal or rating form is a means of identifying the quality of performance of the individual, the strengths exhibited which should be encouraged, and any weaknesses which require analysis or assistance to improve the performance level. It should be a guide for self-appraisal and improvement, as well as a means of determining those common areas which might benefit from inservice training projects sponsored by the school system.
  - c.    Various types of rating forms are in use to measure employee efficiency and adherence to school system standards. General personnel policies and contractual agreements provide for the specific types of evaluations, ratings, and their frequency.
  - d.    All ratings must be kept confidential, and discussed with the individual before being placed in the personnel file. A copy must be given to the individual employee. An opportunity in file comments regarding the rating is provided, and will be included in the personnel record with the rating. All ratings must be officially approved by the administrator in charge of the employee's division.

2. Procedures – General Responsibilities

- a. Department of Human Resources– coordinates evaluation of personnel on a systemwide basis; each year submits to all area offices the evaluation time-table and specific forms and instructions to be followed for the school year.
- b. Area Function – (1) receives forms and distributes to administrators; (2) if desirable, discusses the evaluation program at orientation sessions for school administrators and supervisors; (3) forwards a completed copy of the evaluation to office of personnel; (4) monitors the evaluation process to ensure compliance with Board of Education policies and contracts.
- c. Inventory Control – processes stock requisitions for delivery of evaluation materials as requested.
- d. School principal, department head, or supervisor responsible for evaluation – evaluates subordinates as directed and forwards completed evaluation to area office.

3. Frequency of Evaluation

- a. Each probationary and first-year tenure employee will be officially evaluated by the person in charge of the school/department to which he or she is assigned and/or by a rater designed by that person's superior. Evaluations are generally made during the first, third, and fifth semesters of service. Copies will be provided the individual, the General Superintendent, principal, or division head. The original will be forwarded to the office of personnel for study and retention in the individual's personnel file.
- b. Substitute teachers will be evaluated on the authorized form after a reasonable period in the same assignment. The evaluation will be sent to the office of personnel and placed in the substitute teacher's individual file. Emergency substitutes in vacancies and emergency substitutes in regular positions may be rated at any time, but must be rated once each semester. A copy of the rating will be provided the employee, and the original placed in the individual's personnel file.
- c. Administrators are expected to implement the annual evaluation systems described in contractual agreements with the DFT and OSAS.

4. Unsatisfactory Ratings

- a. Before an employee is rated unsatisfactory, the administrator in charge should exhaust every resource to help that individual perform

satisfactorily. The services of supervisory departments, and if appropriate, the services of the employee consultant should be enlisted at the first indication of difficulty. The General Superintendent or a designated representative should be consulted for suggestions, and advised as soon as possible of an anticipated unsatisfactory rating.

- b. If the competence of an employee is under question, subject to contract agreements and policies of the Board, the General Superintendent may authorize disciplinary action against an area employee or an employee within the area. This includes unsatisfactory ratings, recommendation for transfer out of the area, and recommendations for dismissal.
- c. The unsatisfactory rating of an employee may occur at any time.
- d. Ratings not requiring immediate dismissal or termination must be filed in the office of personnel by specified dates. The dates provide the necessary period of time for administrative handling, and for notification of the employee of the disciplinary action, as provided by DFT contract and as required by the tenure act.
- e. A continuing tenure teacher who is marked unsatisfactory by administrative staff members may be transferred and given an opportunity for two consecutive semesters to perform satisfactory service. If his or her services are rated satisfactory at the end of two semesters, the teacher will be retained as a continuing tenure teacher.
- f. If the services of a teacher remain unsatisfactory after an opportunity to perform satisfactorily, his or her services will be terminated pursuant to the Michigan Tenure Act.
- g. Administrative-supervisory personnel whose performance is less than satisfactory will be so reported on the appropriate form to the superintendent for consideration.
- h. Substitute teachers whose service has been unsatisfactory must be evaluated on the appropriate form, which will be forwarded to the office of personnel, with a copy sent to the area office. If the area office determines that, in the best interest of the area, an individual substitute should not be utilized further in that area, a request in writing must be made that the respective substitute not be assigned to the area and/or a school within area jurisdiction, and the request forwarded to the office of personnel.

Evaluations of unsatisfactory service are discussed with the substitute teacher.

*Note: Annual calendars for evaluation of teachers and administrative/supervisory staff are published in the yearly “School Operations Guidelines and Procedures Manual.”*

**Attachments to Policy 7.31:**           None

**Legal References:**   None

**Labor Contract References:**       DFT