



1.0 SCOPE

- 1.1 This work procedure describes the process for a Peer Reviewer or PART Evaluator to complete the Peer Review or PART Evaluation portion (respectively) of a teacher's annual performance evaluation. This procedure is **only valid** for teachers being evaluated under the new Annual Professional Performance Review (APPR) process who have either opted for a Peer Reviewer or who have elected to use a PART project as part of their evaluation.
- 1.2 The peer reviewer process continues to be administered by the Careers In Teaching (CIT) group. This document does **not** address any changes to the CIT processes.

2.0 RESPONSIBILITY

- 2.1 The Peer Reviewer or PART Evaluator is responsible for completing the Peer Review or PART Evaluation in the PeopleSoft ePerformance system. Upon completion, the ePerformance system will send an e-mail to the administrator to inform them that the Peer Review or PART Evaluation has been completed.

3.0 APPROVAL AUTHORITY

- 3.1 Peer Reviewers are assigned by the CIT group.

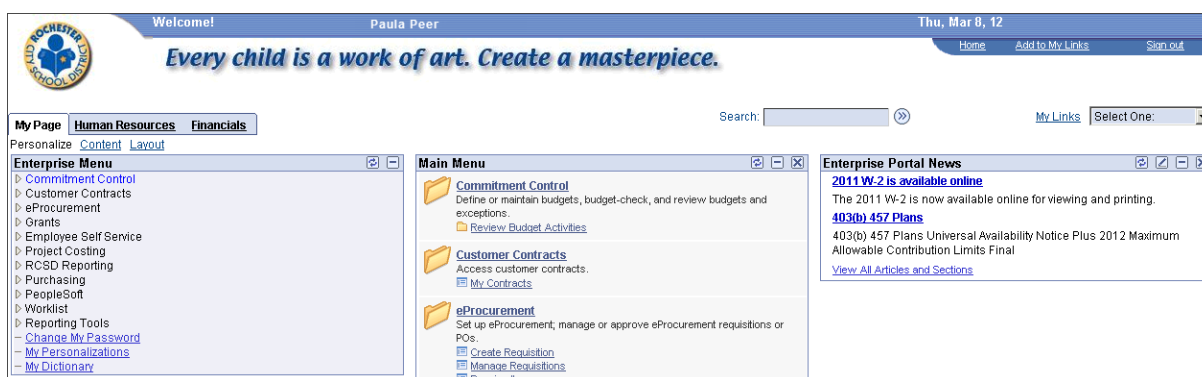
4.0 DEFINITIONS

- 4.1 **ePerformance:** the PeopleSoft module used to complete and manage all District personnel evaluations beginning with the 2011-2012 school year.
- 4.2 **Performance document:** PeopleSoft performance management documents, such as an employee's Evaluation or Formal Observation document. **Beginning with the 2012-2013 school year**, the Goal Setting process has been integrated into the annual performance document.
- 4.3 **Peer Reviewer:** a lead teacher who has successfully completed the Teachscape Rubric course and passed the required tests. Peer Reviewers receive extensive training in peer coaching skills. Being a mentor is a pre-requisite for eligibility.
- 4.4 **PART Evaluator:** the designated person, from the teacher's PART review team, who will enter the PART team's assessment into the ePerformance system. The PART reviewer is likely to be the Principal, but may be other members of the PART review team.
- 4.5 **Required Process Steps to Complete a Peer Review or PART Evaluation in ePerformance**
 - 4.5.1 **Peer/PART Reviewer step:** Write (and save!) the performance assessment of the teacher being reviewed for domains 2 and 3 (Peer) and domains 1, 2, 3 and 4 (PART).
 - 4.5.2 **Peer/PART Reviewer step:** Complete the Peer Review or PART Evaluation step.



5.0 PROCEDURE

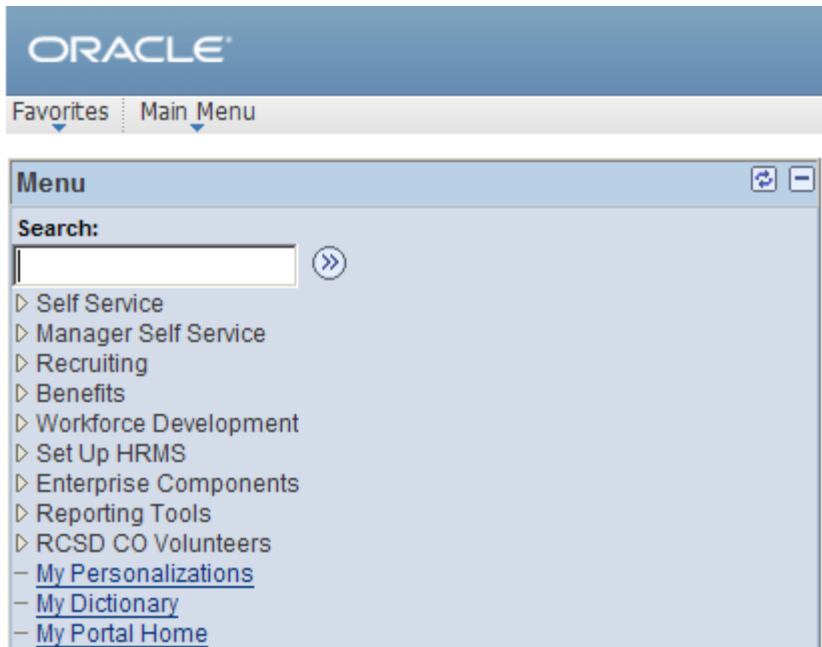
- 5.1 **PREREQUISITE:** the *Set Goals* and *Nominate Participants* steps must be completed and the Peer Reviewer or PART Evaluator must accept the Peer Reviewer or PART Evaluator nomination **before** they can begin to complete their portion of the performance assessment.
- 5.2 **Log in to PeopleSoft.** This example shows the PeopleSoft Portal page as the starting point as there are numerous ways to access the PeopleSoft Portal (e.g. from SharePoint, directly from a web browser window, etc.). The PeopleSoft Portal page is shown below. *Note:* your home page is likely to be different from anyone else's home page, but the common PeopleSoft functionality should be visible. Specifically, you should see the *Human Resources* tab next to the *My Page* tab and Employee Self Service on your Enterprise Menu.



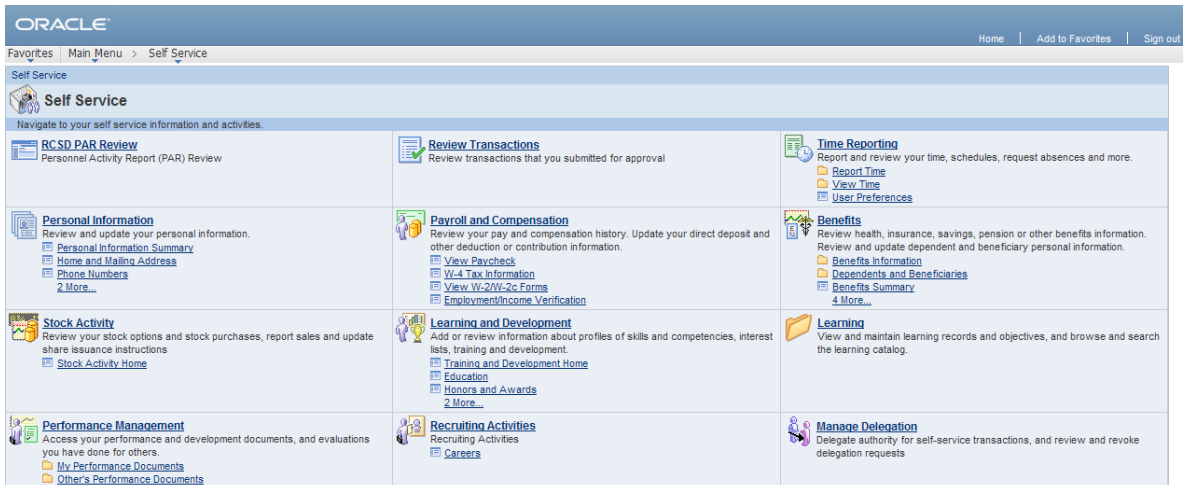
- 5.3 Click on the **Human Resources** tab. A page similar to the following will be displayed.



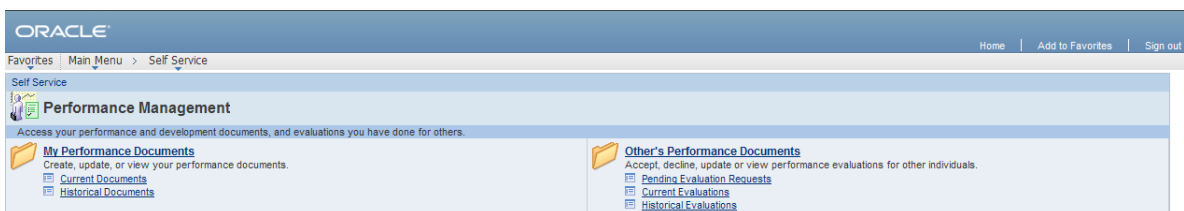
- 5.4 Click on the **Human Resources 9.1** link. Your PeopleSoft Human Resources Main Menu will appear (see next page). *Note:* the menu options available for your use will vary depending upon your job responsibilities and the associated system security. For brevity, a number of menu options for this manager are not shown in the graphic below.



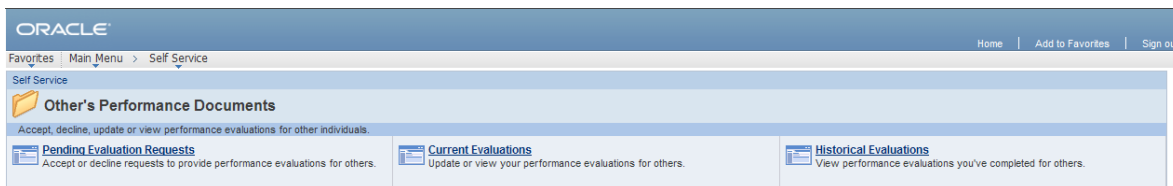
5.5 Click on the **Self Service** menu option.



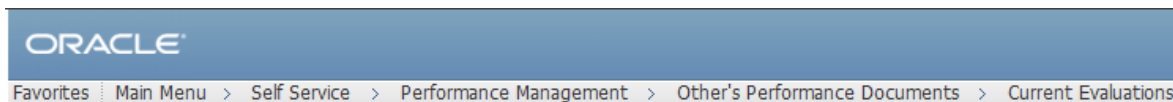
5.6 Click on the [Performance Management](#) link.



5.7 Click on the [Other's Performance Documents](#) link.



5.8 Click on the [Current Evaluations](#) link. A roster of the employees for whom you have accepted the nomination to be a Peer Reviewer or PART Evaluator will appear as shown below.



My Current Evaluations for Others

Listed below are your current evaluations for which you are providing feedback.

Current Evaluations for Others				
Employee	Document Type	Begin Date	End Date	Status
Terry Teacher	RTA 2012-2013	07/01/2012	06/30/2013	In Progress
Fred Flintstone	RTA 2012-2013	07/01/2012	06/30/2013	In Progress

[View My Historical Evaluations for Others](#)

5.9 Click on the [RTA 2012-2013](#) link next to the teacher whose Peer Review or PART Evaluation you are ready to complete. The evaluation document will open. As you can see in the screen snapshot below, the sections of the evaluation are all “collapsed”. They can be “expanded” individually or by clicking on the [Expand All](#) link.



ORACLE®

Favorites | Main Menu > Self Service > Performance Management > Other's Performance Documents > Current Evaluations

Performance Document - RTA 2012-2013

CIT Peer Reviewer Evaluation

Terry Teacher, Tchr-Elem 4-6
 RTA 2012-2013: 07/01/2012 - 06/30/2013

Author:	Paula Peer	Role:	CIT Peer Reviewer
Status:	In Progress	Due Date:	06/30/2013
Approval:	Not Required		

▶ Employee Data

Rate each element and enter comments for each section in this evaluation.
 At any time you can save any entries you make on the evaluation by selecting the **Save** button.

Save Complete [Return to Document Detail](#)

[Expand All](#) [Collapse All](#) [Expand Sections](#)

▶ Professional Development Incentive

▶ Domain 2 - Classroom Environment

▶ Domain 3 - Instruction

▶ Audit History

Save Complete [Return to Document Detail](#)



5.10 Note: Peer Reviewers are required to evaluate the 10 work performance factors in Domains 2 and 3. PART Evaluators are required to evaluation the 22 work performance factors in Domains 1, 2, 3 and 4. The work procedure illustrates the completion of the assessment for one of the work performance factors. Repeat these steps for the remaining work performance factors that you are required to complete.

The Peer Reviewer or PART Evaluator can skip over the *Employee Data* and *Professional Development Incentive* sections.

5.11 Click on the “Twistie” (▶) next to *Domain 2 – Classroom Environment* to display the Domain 2 work performance factors.

▼ **Domain 2 - Classroom Environment**

Please click on the link below in order to access the evaluation rubric for criteria on domain expectations as well as verbiage to be used in support of your rating.

[Link to Rubric](#)

[Expand](#)

[Collapse](#)

- ▶ Domain 2A
- ▶ Domain 2B
- ▶ Domain 2C
- ▶ Domain 2D
- ▶ Domain 2E

5.12 Click on the “Twistie” next to the first work performance factor to be completed – in this example, Domain 2A.



5.13 Note: Each work performance factor must be rated. A prefix (L#) has been added to each rating description so that the ratings are displayed in sequential order. A work performance factor can be “Not Rated” if sufficient evidence does not exist for the Peer Reviewer or PART Evaluator to rate a work performance factor.

5.14 Click on the rating description icon (📄) to view an expanded description of each rating for this work performance factor.



Domain 2A

Proficiencies	
Rating	Description
L4-Highly Effective	Classroom interactions among the teacher and individual students are highly respectful, reflecting genuine warmth and caring and sensitivity to students as individuals. Students exhibit respect for the teacher and contribute to high levels of civility among all members of the class. The net result of interactions is that of connections with students as individuals.
L3-Effective	Teacher-student interactions are friendly and demonstrate general caring and respect. Such interactions are appropriate to the ages, of the students. Students exhibit respect for the teacher. Interactions among students are generally polite and respectful. Teacher responds successfully to disrespectful behavior among students. The net result of the interactions is polite and respectful, but impersonal.
L2-Developing	Patterns of classroom interactions, both between the teacher and students and among students, are generally appropriate but may reflect occasional inconsistencies, favoritism, and disregard for students' ages, cultures, and developmental levels. Students rarely demonstrate disrespect for one another. Teacher attempts to respond to disrespectful behavior, with uneven results. The net result of the interactions is neutral: conveying neither warmth nor conflict.
L1-Ineffective	Patterns of classroom interactions, both between the teacher and students and among students, are mostly negative, inappropriate, or insensitive to students' ages, cultural backgrounds, and developmental levels. Interactions are characterized by sarcasm, put-downs, or conflict. Teacher does not deal with disrespectful behavior.
L0-Not Rated	Not rated.

[Return to previous page](#)

5.15 Click on the [Return to previous page](#) link after reviewing the expanded rating descriptions.

5.16 Click on the radio button () next to the desired rating for this work performance factor.

▼ Domain 2A

Description : Creating an Environment of Respect and Rapport

L0-Not Rated
 L1-Ineffective
 L2-Developing
 L3-Effective
 L4-Highly Effective

Rating: L3-Effective

Comments:

Created By: Template 10/17/2012 5:38PM

5.17 Note that the Rating Description is displayed next to the *Rating:* label.



Comments:
[Writing Tools](#)

This is a dmeonstration of the comments sectino of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system. |

5.18 Enter the comments that support the rating selected in the comments box.

5.19 Check the spelling of your comments by clicking on the spellcheck () icon.

Spell Check

Field Label: Comments

Spell Check Text: This is a **dmeonstration** of the comments sectino of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system.

Change To:

Alternatives:

5.20 Select the **Change, Ignore** or **Add** button as appropriate. Clicking the **Add** button will add this word to your personal dictionary for future spell checks. For the first of the spelling errors, the system has suggested only one alternative – which was the correct alternative, so clicking the **Change** button is appropriate.

5.21 The second of the spelling errors has several alternatives. The system’s “best guess” of the desired alternative is listed first.

Change To:

Alternatives:
 secession
 sections

5.22 If more than one alternative is suggested by the system, select the desired alternative and click the **Change** button to correct the second spelling error.




Spell Check

Field Label: Comments


Spell Check Text: This is a demonstration of the comments section of a domain element. I've purposely made 2 typographic errors to demonstrate the spell check feature in the system.

The spelling check is complete.



- 5.23 Click on the **OK** button once the spell check is complete and all spelling errors have been corrected.
- 5.24 Repeat the above steps, beginning with section 5.12, for each of the work performance factors that you are required to rate.
-  5.25 Be sure to click the **Save** button periodically to save your work. The **Save** button is located at both the top and the bottom of the performance document.



- 5.26 Click the **Complete** button once you are satisfied with all of your work performance factor ratings and the comments supporting each rating. Once you have clicked the **Complete** button, you will no longer be able to change the ratings or comments you have entered.
 Note: the Administrator assigned to write this teacher's evaluation can Reopen the performance document if you deem it necessary to make further edits.
- 5.27 If a hard copy is desired, click on the *View Printable Evaluation* icon (). The printable evaluation, with Peer Reviewer or PART Evaluator ratings and comments, will be displayed in a separate window. As this is a display of the evaluation in PDF format, hover near the bottom of the new window to see the following menu bar.



- 5.27.1 Select the printer icon to print the evaluation.
- 5.27.2 When done printing/viewing the evaluation, simply close the window that opened by clicking on the print icon (e.g. X-out of the new window).
- 5.28 **Congratulations** – you have completed the Peer Reviewer or PART Evaluation process!

ROCHESTER CITY SCHOOL DISTRICT

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



6.0 ASSOCIATED DOCUMENTS

6.1 None.

7.0 RECORD RETENTION

Identification	Storage	Retention	Disposition	Protection
PeopleSoft ePerformance	SharePoint ePerformance project site. Displayed on EngageRochester site.	Until Superseded		N/A

8.0 REVISION HISTORY

Date:	Rev.	Description of Revision:
11/13/12	Original	Original Document

End of Procedure