Accepting a Peer Reviewer or PART Evaluator Nomination



1.0 SCOPE

- 1.1 This work procedure describes the process for a potential Peer Reviewer or PART Evaluator to accept or decline a Peer Reviewer or PART Evaluator Nomination Request. 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 a component 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 except for how the nominated Peer Reviewer will Accept or Decline the Nomination Request in PeopleSoft.

2.0 RESPONSIBILITY

2.1 The Peer Reviewer or PART Evaluator must Accept or Decline the Peer or PART Nomination Request in the PeopleSoft ePerformance system.

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 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 evaluator is likely to be the Principal, but may be other members of the PART review team.

4.5 <u>Required</u> Process Steps to Nominate a Peer Reviewer or PART Evaluator in ePerformance

- 4.5.1 Administrator/Reviewer step: Nominate Peer Reviewer or PART Evaluator
- 4.5.2 **Peer Reviewer/PART Evaluator step:** Accept or Decline Peer Reviewer or PART Evaluator Nomination.

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5.0 PROCEDURE

5.1 **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.

Welcome! Every child i	Terry Teacher s a work of art. Create a	Thu, Mar 8, 12 Marsterpiece.	<u>Sign out</u>
My Page Human Resources Financials Personalize <u>Content Layout</u>		Search: Select O	ne: 💌
Enterprise Menu b Commitment Control b Customer Contracts b eProcurement b Grants D Employee Self Service b Project Costing b RCSD Reporting b Purchasing b PeopleSoft	Main Menu Commitment Control Commitment Control My Contracts	ts, budget-check, and review budgets and tites	-
D Worklist D Reporting Tools — <u>Change MW Password</u> — <u>My Personalizations</u> — <u>My Dictionary</u>	eProcurement Set up eProcurement, mar Pos. Create Requisition Manage Requisitions Receive tems	inage or approve eProcurement requisitions or	

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



5.3 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.*

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ORACLE	
Favorites Main Menu	
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Menu	¢ -
Search:	
>>>	
▷ Self Service	
Manager Self Service	
D Recruiting	
D Benefits	
Vorkforce Development	
▷ Set Up HRMS	
Enterprise Components	
Reporting Tools	
RCSD CO Volunteers	
- My Personalizations	
- My Dictionary	
– <u>My Portal Home</u>	

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

ORACLE [.]		Home Add to Favorites Sign (
Favorites Main Menu > Self Service		
Self Service		
Self Service		
Navigate to your self service information and activities.		
RCSD PAR Review Personnel Activity Report (PAR) Review	Review Transactions that you submitted for approval	Time Report and review your time, schedules, request absences and more.
Personal Information Review and update your personal information. Personal Information Summary Itome and Maling Address Phone Numbers Zilore	Parroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. User Vaxcheck User Vaxchec	Review health, insurance, savings, pension or other benefits information. Review nealth, insurance, savings, pension or other benefits information. Benefits information Benefits information Benefits Summary 4 More
Stock Activity Review your stock options and stock purchases, report sales and update share issance instructions Stock Activity Home	Learning and Development Add or review in formation about profiles of skills and competencies, interest ists, training and development. Training and Development Home Education Honors and Awards Z.lifors	View and maintain learning records and objectives, and browse and search the learning catalog.
Performance Management You have done for others. You have done for others. Werformance Documents Other's Performance Documents	Recruiting Activities Recruiting Activities	Begate authority for self-service transactions, and review and revoke delegation requests

5.5 Click on the <u>Performance Management</u> link.

ORACLE	Home Addito Favorites Sign ou
Favorites Main Menu > Self Service	
Self Service	
Performance Management	
Access your performance and development documents, and evaluations you have done for others.	
My Performance Documents Create.update.or view your performance documents. Current Documents Historical Documents	Other's Performance Documents Accept, decline, update or view performance evaluations for other individuals. Pending Evaluation Requests Current Evaluations Historical Evaluations

5.6 Click on the Other's Performance Documents link.

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ORACLE		Home Add to Favorites Sig	gn out
Favorites Main Menu > Self Service			
Self Service			
Other's Performance Documents			
Accept, decline, update or view performance evaluations for other individuals.			
Pending Evaluation Requests Accept or decline requests to provide performance evaluations for others.	Current Evaluations Update or view your performance evaluations for others.	Historical Evaluations View performance evaluations you've completed for others.	

5.7 Click on the <u>Pending Evaluation Requests</u> link. A list teachers who have requested you for their Peer Reviewer or PART Evaluator will be displayed.



Pending Evaluation Requests

Per	nding Evaluation Requests		
Name		Document Type	Due Date
◄	Terry Teacher	RTA 2012-2013	06/30/2013
Sele	ct All Deselect All		
	Accept Decline		

- 5.8 Click on the Check Box next to the teacher(s) for whom you accepting their Peer Reviewer or PART Evaluator nomination.
- 5.9 Click on the **Accept** button to agree to conduct the Peer Review or PART evaluation for the selected teachers. *See the cautionary note below regarding declining a Peer or Part nomination.*

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Favorites	Main Menu >	Self Service	>	Performance Management	>	Other's Performance Document	s >	Pending Evaluation Requests
-	urrent Ev							
🗹 You I	have successfu	lly accepted t	he se	elected evaluations.				
Current	t Evaluations for	Others						
		Document						

Employee	Document Type	Begin Date	End Date	Status			
Terry Teacher	RTA 2012-2013	07/01/2012	06/30/2013	In Progress			

View My Historical Evaluations for Others

5.10 Note that you have successfully accepted the Peer Reviewer or PART Evaluator nomination for the teachers listed. You can now proceed to other tasks in PeopleSoft or you can simply log off.



- 5.11 **Caution** shoud be exercised if you are choosing to **Decline** a Peer Reviewer or PART evaluator nomination. The system will not allow you to be nominated again for the same teacher if you previously declined the nomination request.
- 5.12 **Congratulations** you have completed the Peer Reviewer / PART Evaluator step of the Peer Reviewer / PART Evaluator Nomination process!

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6.0 ASSOCIATED DOCUMENTS

6.1 None.

7.0 RECORD RETENTION

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

8.0 REVISION HISTORY

Date:	Rev.	Description of Revision:	
10/17/12	Original	Original Document	

End of Procedure