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 **Required 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.

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.
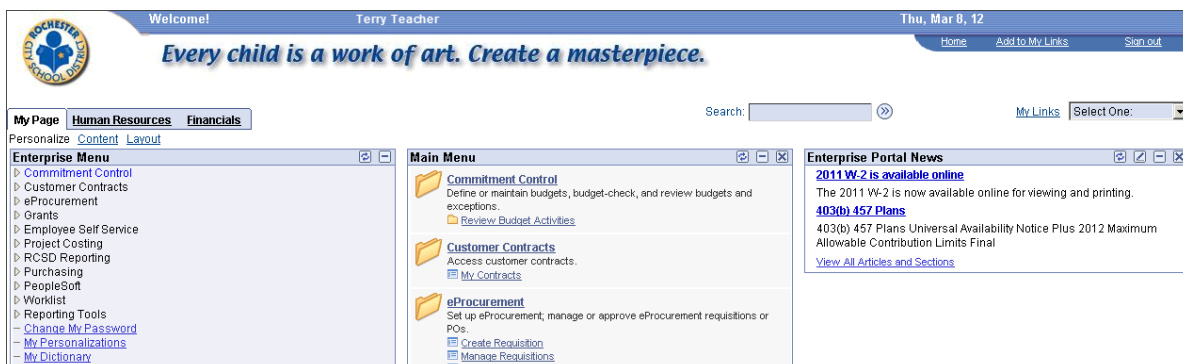

5.2 Click on the **Human Resources** tab. A page similar to the following will be displayed.

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.*
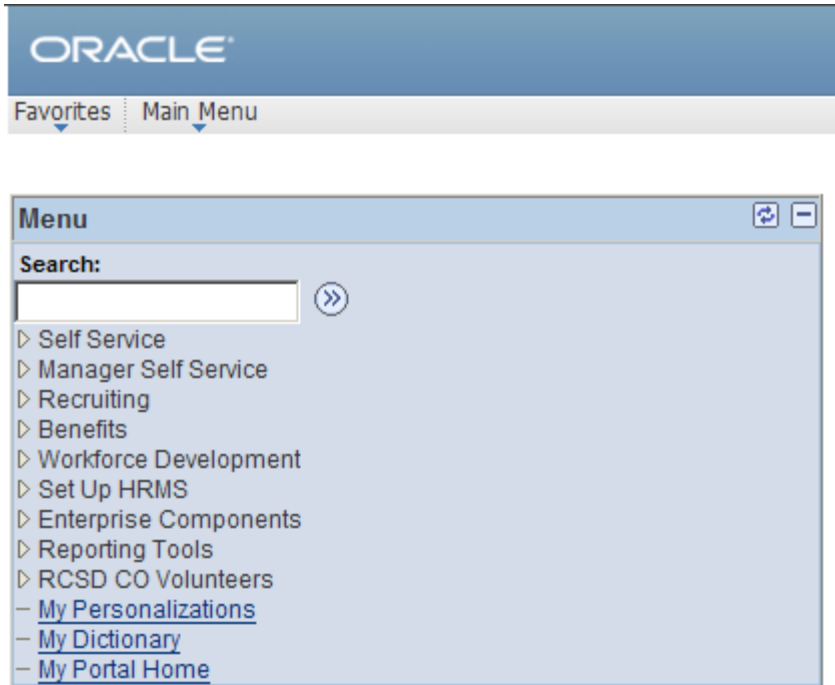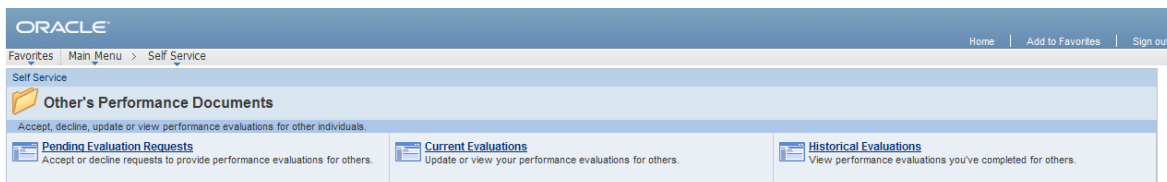
5.4   Click on the **Self Service** menu option.
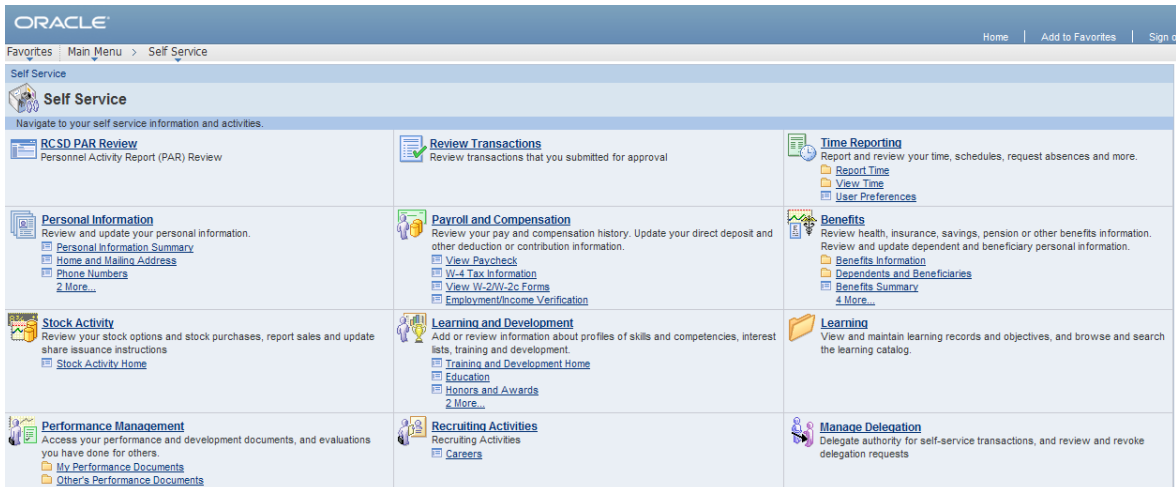
5.5   Click on the Performance Management link.
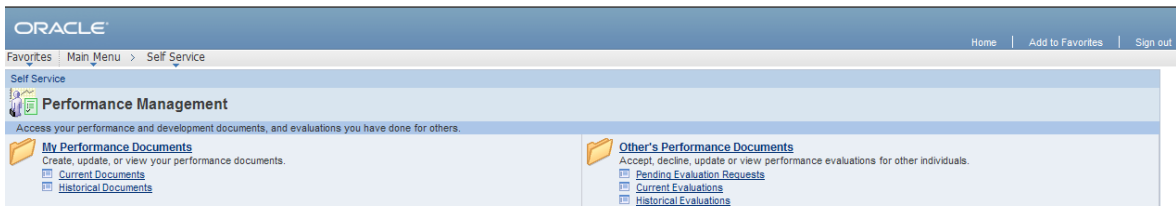

5.6   Click on the Other's Performance Documents link.

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Accepting a Peer Reviewer or PART Evaluator Nomination

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

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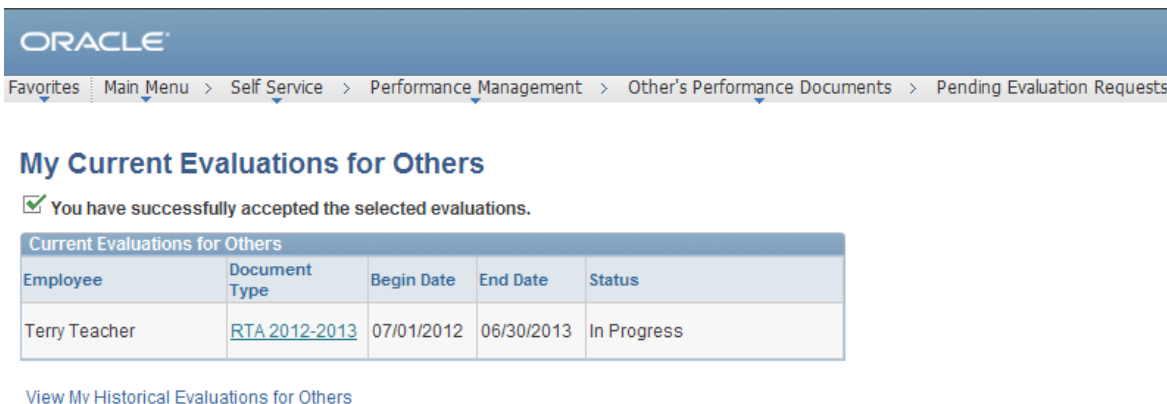
5.10 Note that you have successfully accepted the Peer Reviewer or PART Evaluator nomination for the teachers listed. You can now proceed to other tasks in PeopleSoft or you can simply log off.

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