### 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! Terry	<sup>reacher</sup> of art. Create a masterpiece.	Thu, Mar 8, 12 Hone	? Add to My Links	<u>Sian out</u>
My Page Human Resources Financials Personalize <u>Content Layout</u>	Search:	<b>&gt;</b>	<u>My Links</u> Sele	ect One: 🗾
Enterprise Menu  P Commitment Control b Customer Contracts b eProcurement b errorstement b errorstement b errorstement b Protect Resorting b Protect Resorting b Protect Resorting c P except Resorting b Pencils Resorting b Penc	Main Menu	Enterprise Portal News 2011 W-2 is available online The 2011 W-2 is now available of 403(b) 457 Plans 403(b) 457 Plans 403(b) 457 Plans Allowable Contribution Limits Fin View All Articles and Sections	online for viewing and j lability Notice Plus 201 nal	orinting.
b Worklist D Reporting Tools - <u>Change Wk Password</u> - <u>My Personalizations</u> - <u>My Dictionary</u>	eProcurement Set up eProcurement, manage or approve eProcurement requisitions or POs.     Create Requisition     Manage Requisition     Revealed to the set of t			

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.* 

## Accepting a Peer Reviewer or PART Evaluator Nomination



ORACLE	
Favorites Main Menu	
* : *	
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 <sup>.</sup>		Home   Add to Favorites   Sign o
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     Home and Maling Address     Phone Numbers     2.llore	Parroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. User Varcheck View Tax Information View View Control Control View View View Control View View View Control View View View View Control View View View View View View View View	Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Benefits information Dependents and Beneficiaries Enefits Summary 4 More
Stock Activity Review your stock options and stock purchases, report sales and update share issuance instructions Stock Activity Home	Learning and Development     Ad or review information about profiles of skills and competencies, interest     lists, training and development.     Training and Development Home     Education     Honors and Awards     Z.lifors.	Learning 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     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   Add to Favorites   Sign o
Favorites Main Menu > Self Service	
Self Service	
VF 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 Recursts     Uurent Evaluations     Historical Evaluations

5.6 Click on the Other's Performance Documents link.

Accepting a Peer Reviewer or PART Evaluator Nomination



ORACLE		Home   Add to Favorites   Si	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

Pending Evaluation Requests				
	Name	Document Type	Due Date	
◄	Terry Teacher	RTA 2012-2013	06/30/2013	
<u>Sele</u>	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.*

ORACLE		
Favorites Main Menu > Self Service > Performance Management >	Other's Performance Docume	nts > Pending Evaluation Requests
My Current Evaluations for Others		
You have successfully accepted the selected evaluations.		
Current Evaluations for Others		
Desument		

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	SharePoint	Until Superceded		N/A
ePerformance initial	ePerformance project			
implementation.	site. Displayed on			
	EngageRochester site.			

## **8.0 REVISION HISTORY**

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

\*\*\*End of Procedure\*\*\*