Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



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 <u>Required</u> 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.

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



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.

Welcome! Paula	Peer	Thu, Mar 8, 12	
Every child is a work	of art. Create a masterpiece.	Home Add to	<u>o My Links Sign out</u>
My Page Human Resources Financials	Search:	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	V Links Select One:
Personalize <u>Content Lavout</u> Enterprise Menu	Main Menu 😰 🗆 🗙	Enterprise Portal News	0 Z - X
D Commitment Control D Customer Contracts D eProcurement D Grants D Employee Self Service D Project Costing D RCSD Reporting D Purchasing D Purchasing	Commitment Control Define or mantian budgets, budget-check, and review budgets and exceptions. Review Budget Activities Customer Contracts Sustainer Contracts.	2011 W-2 is available online The 2011 W-2 is now available online for 403(b) 457 Plans 403(b) 457 Plans Universal Availability N Allowable Contribution Limits Final View All Articles and Sections	r viewing and printing. lotice Plus 2012 Maximum
Vorkist Vorkist Change My Password My Personalizations My Dictionary	Procurement Set up eProcurement, manage or approve eProcurement requisitions or POs. Create Requisition Manage Requisitions Report Items		

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

OCHESTE	Welcome!	Pai	ula Peer
	Every chi	ld is a work	of art. Creat
<u>My Page</u> Humar Personalize Conte	Resources <u>Financials</u>		
Human Resource	es Menu	¢ (Employee Leave St
Access Human on PeopleToo	ources 9.1 an Resources Management Syste Is 8.5x.	m 9.1 Maintenance Pack 1	Leave Balances Absence Sick
Employee Sel Employee Sel Information, P and Developm ERCSD PAF Employee	ielf Service f Service transactions; includes 1 ayroll and Compensation, Benefit nent, and employee Recruiting Ac <u>Review</u> <u>Home</u>	Fime Reporting, Personal s, Stock Activity, Training tivities.	Personal Human Resources I

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.*

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



ORACLE [.]	
Favorites Main Menu	
Menu	¢ -
Search:	
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▷ Self Service	
Manager Self Service	
▷ Recruiting	
D Benefits	
Workforce Development	
D Set Up HRMS	
D Reporting Tools	
D RCSD CO Volunteers	
- My Personalizations	
- My Dictionary	
- My Portal Home	

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

ORACLE		Home Add to Favorites Sino out
Favorites Main Menu > Self Service		
Self Service		
Self Service		
Navigate to your self service information and activities.		
CSD PAR Review Personnel Activity Report (PAR) Review	Review Transactions that you submitted for approval	Time Reportind Time Report and review your time, schedules, request absences and more. Report Time Vew Time Vew Time Vew Time
Personal Information Review and update your personal information.	Payroll and Compensation Review your pay and compensation history. Update your direct depost and other deduction or contribution information. Vew Paycheck Vew VaryCheck Vew V-2W-2c Forms Enclowmenthcome Verification	Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. Dependents and Beneficiares Energits.Summary 4 Unce.
Stock Activity Review your stock options and stock purchases, report sales and update share issuance instructions Stock Activity Home	Ad or review information about profiles of skills and competencies, interest lists, training and development. Training and development Home Education Honors and Awards 2 Liform.	Vew and maintain learning records and objectives, and browse and search the learning catalog.
Performance Management VIE Access your performance and development documents, and evaluations you have done for others. Intra-Berformance Documents Others & Berformance Documents Intra-Berformance Documents Berformance Documents	Activities Recruiting Activities E Cartests	Manace Delegation Delegate authority for self-service transactions, and review and revoke delegation requests

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

ORACLE	Home Add to Favorites Sign out
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 Parformance Documents Accept, decline, update or view performance evaluations for other individuals. Eventine Evaluation Resultations Evaluations

5.7 Click on the Other's Performance Documents link.

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



ORACLE		Home Add to Favorites Sign o
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.

5.8 Click on the <u>Current Evaluations</u> 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.

ORA	CLE.								
Favorites	Main Menu	>	Self Service	>	Performance Management	>	Other's Performance Documents	>	Current Evaluations

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 <u>RTA 2012-2013</u> 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 <u>Expand All</u> link.

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



ORACLE [.]		
Favorites Main Menu > Self Servic	> Performance Management > Oth	ner's Performance Documents > Current Evaluations
Performance Document - RT	2012-2013	·
CIT Peer Reviewer Ev	luation	
Terry Teacher, Tchr-Elem 4-6 RTA 2012-2013: 07/01/2012 - (6/30/2013	
Author: Paula Peer	Role: CIT Peer Reviewer	
Status: In Progress	Due Date: 06/30/2013	
Approval: Not Required		
P Employee Data	to for a share time in this such at the	
Rate each element and enter comme	its for each section in this evaluation.	
At any time you can save any entries y	ou make on the evaluation by selecting the	Save button.
Save Complete	🚑 🖃 🛛 Return to Do	ocument Detail
Expand All Collapse All	Expand Sections	
Professional Development	Incentive	
▷ Domain 2 - Classroom Envi	onment	
Domain 3 - Instruction		
Audit History		
Save Complete	🗁 🖃 🛛 Return to D	Jocument 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.

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



	assroom Environment
Please click on the expectations as we	link below in order to access the evaluation rubric for criteria on domain Il 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.

🔻 Domain 2A					
Description : Crea	ating an Environment	of Respect and Ra	pport		
C L0-Not Rated	C L1-Ineffective	C L2-Developing	C L3-Effective	C L4-Highly Effective	
Rating:					
Comments:				(ø
I					
					_
Created By:	Template	10/17/2012 5:38	PM		

- 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.

Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations



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 <u>Return to previous page</u> link after reviewing the expanded rating descriptions.
- 5.16 Click on the radio button ($^{\circ}$) next to the desired rating for this work performance factor.

🕶 Domain 2A					
Description : Cre	ating an Environmen	t of Respect and	Rapport		
C L0-Not Rated	C L1-Ineffective	C L2-Developin	g 🛈 L3-Effective	C L4-Highly Effective	
Rating:	L3-Effective				
Comments:					S
Created By:	Template	10/17/2012	5:38PM		

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



Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations

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.

Spell Check

5.19 Check the spelling of your comments by clicking on the spellcheck ($\overset{\checkmark}{}$) icon.

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:	demonstration
Alternatives:	demonstration
Ignore Ignore	All Change Change All Add
ОКС	ancel

- 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:	section
Alternatives:	section 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.



Completing a Peer Review or PART Evaluation for Teacher APPR Evaluations

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 chec	k is complete.
ОК Са	ncel

- 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.

▶ Audit History		
Save Complete	in 1997 -	Return to Document Detail

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!

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 Superceded		N/A

8.0 REVISION HISTORY

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

End of Procedure