



## 1.0 SCOPE

- 1.1 This work procedure describes the process for an administrator to nominate a Peer Reviewer or PART Evaluator for a teacher's 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 except for how the administrator will enter the final selection of the Peer Reviewer into PeopleSoft.

## 2.0 RESPONSIBILITY

- 2.1 The administrator will be responsible for nominating the Peer Reviewer or PART Evaluator 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 reviewer 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/PART Reviewer step:** Accept or Decline Peer Reviewer or PART Evaluator Nomination.

## 5.0 PROCEDURE

- 5.1 **PREREQUISITE:** the Set Goals step must be completed **prior to** the on-line nomination of a Peer Reviewer or PART Evaluator.
- 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.



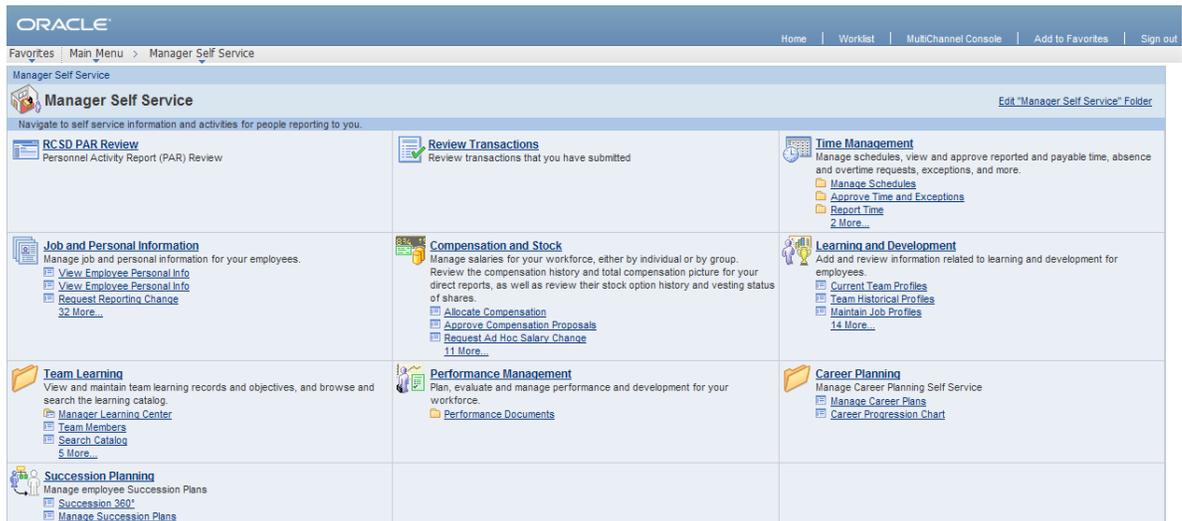
- 5.3 Click on the **Human Resources** tab. A page similar to the following will be displayed.



- 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.



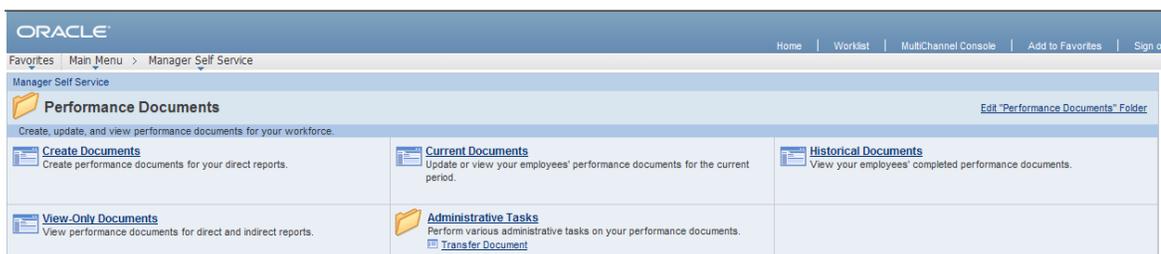
5.5 Click on the **Manager Self Service** menu option.



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



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



5.8 Click on the [Current Documents](#) link. A roster of the employees whose evaluations are assigned to you will appear as shown below.

ORACLE

Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

### Current Performance Documents

Listed below are the current performance documents for which you are the Manager.

Documents you own						
Employee ID	Employee	Document Type	Begin Date	End Date	Job Title	Status
9913004	Terry Teacher	<a href="#">Formal Observation</a>	09/01/2012	04/30/2013	Tchr-Elem 4-6	In Progress
9913004	Terry Teacher	<a href="#">RTA 2012-2013</a>	07/01/2012	06/30/2013	Tchr-Elem 4-6	In Progress

5.9 Click on the [RTA 2012-2013](#) link next to the teacher for whom you need to nominate a Peer Reviewer or PART Evaluator.



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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

**Current Performance Documents**

**Document Details**

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

Performance Document Details			
<b>Employee:</b>	Terry Teacher	<b>Job Title:</b>	Tchr-Elem 4-6
<b>Document Type:</b>	RTA 2012-2013	<b>Period:</b>	07/01/2012 - 06/30/2013
<b>Template:</b>	RTA Teachscape 2011_Admin/Peer	<b>Document ID:</b>	5934
<b>Manager:</b>	Deborah Department-Manager		<b>Status:</b> In Progress

Document Progress				
Step	Status	Due Date	Action	Next Action
Set Goals	✓ Completed	06/30/2013	<a href="#">View</a>	
Nominate Participants	○ Not Started	06/30/2013		<a href="#">Start</a>
Track Nominations	○ Not Started	06/30/2013		
Review Participant Evaluations	○ Not Started	06/30/2013		
Complete Manager Evaluation	○ Not Started	06/30/2013		<a href="#">Start</a>

[Return to Select Documents](#)



5.10 Note that the Set Goals step must be in “Completed” status (as shown in the red box above) or you will not be able to proceed with the Peer Reviewer or PART Evaluator nomination process!

5.11 Click on the [Start](#) link in the Action column for the *Nominate Participants* step.

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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

**Nominate Participants**

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

◆ Participant Role: CIT Peer Reviewer Required: 0 Maximum: 3

**Nominations**

Currently there are no nominees in your nomination list.

[+ Add CIT Peer Reviewer](#)

[Return to Document Detail](#)

5.12 Click on the [Add CIT Peer Reviewer](#) link to select the Peer Reviewer for this teacher. The PeopleSoft *Person Search – Simple* page will appear as shown below.



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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

### Person Search - Simple

Nominate Participants

▶ Instructions

Search Criteria

Name:

Last Name:

First Name:

ACName:

[Return to Previous Page](#)

- 5.13 Enter the name of the Peer Reviewer who has been assigned to this teacher and click on the **Search** button. A search by last name is generally sufficient. However, to narrow the search results, you may also enter all or part of the first name in the *First Name* field.

*Note: this example is showing the Peer Reviewer Nomination Process and the Peer Reviewer should be identified via the current Peer Reviewer assignment process. When nominating a PART Evaluator, the Administrator can also nominate his/her self to be the PART Evaluator.*

### Person Search - Simple

Nominate Participants

▶ Instructions

Search Criteria

Name:

Last Name:

First Name:

ACName:

Search Results

<input type="checkbox"/>	Amy M. Lewis	
<input type="checkbox"/>	...her Lewis	
<input type="checkbox"/>	Timow...	
<input type="checkbox"/>	Tyra D. Lewis	



5.14 In the example shown above, there were multiple results for the last name entered. If you need additional information about a person on the list to help determine if they are the desired Peer Reviewer, click on the information ( **i** ) link next to the person's name.

### Person Search - Simple

Details for Amy M. Lewis

Data	
Description:	Employee

Data	
Type:	EMP Active
Department:	26105 East High School - HS
Location:	261 East

Type:	EMP Active
Department:	00319 Tchr Hourly-Board Auth - DM
Location:	837 School Based Personnel

[Return to List](#)

5.15 The basic information about this employee will appear. Click on the **Select This Person** button to select this person as the Peer Reviewer or click on the [Return to List](#) link to return to the search results page and continue looking for the desired Peer Reviewer. In this example, the [Return to List](#) link was clicked.

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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

### Person Search - Simple

Nominate Participants

▶ Instructions

**Search Criteria**

Name:

Last Name:

First Name:

ACName:

**Search Results**

<input checked="" type="checkbox"/>	Amy M. Lewis	<a href="#">i</a>
<input type="checkbox"/>	er Lewis	<a href="#">i</a>
<input type="checkbox"/>	Timothy	
<input type="checkbox"/>	Tyra D. Lewis	<a href="#">i</a>

- 5.16 Select the first person in the list as the desired Peer Reviewer by clicking the Check Box next to their name. Click the **OK** button to complete the selection of this Peer Reviewer.

- 5.17 Note the confirmation of the Peer Reviewer selection that you have made. If, for some reason, this is not the desired Peer Reviewer, click on the **Trash Can** icon to remove this Peer Reviewer nomination from your list.



***You should carefully review the selected Peer Reviewer before submitting this nomination.*** Make sure the Peer Reviewer you have selected is the Peer Reviewer identified by the CIT Peer Reviewer selection process. Also, with over 6,000 employees in the District, there are many people who have similar names. Make any necessary corrections to the Peer Reviewer nomination before clicking on the **Save and Submit** button.

- 5.18 If you click the **Save and Submit** button, your nominations will be saved and the nomination request will be placed in the Peer Reviewer’s *Other’s Performance Documents*. Additionally, an e-mail will be sent to the Peer Reviewer so that they can promptly **Accept** or **Decline** the request.



- 5.19 If you click the **Save** button, you nominations will **only** be saved, but they will not be submitted to the Peer Reviewer for their acceptance. To complete the nomination process, you **must** use the **Save and Submit** button.



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Favorites | Main Menu > Manager Self Service > Performance Management > Performance Documents > Current Documents

**Current Performance Documents**

**Document Details**

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

You have successfully submitted your nominations.

Performance Document Details			
<b>Employee:</b>	Terry Teacher	<b>Job Title:</b>	Tchr-Elem 4-6
<b>Document Type:</b>	RTA 2012-2013	<b>Period:</b>	07/01/2012 - 06/30/2013
<b>Template:</b>	RTA Teachscape 2011_Admin/Peer	<b>Document ID:</b>	5934
<b>Manager:</b>	Deborah Department-Manager	<b>Status:</b>	In Progress

Document Progress				
Step	Status	Due Date	Action	Next Action
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Nominate Participants	🟡 In Progress	06/30/2013	<a href="#">Edit</a>	
Track Nominations	🟡 In Progress	06/30/2013	<a href="#">Edit</a>	
Review Participant Evaluations	🔵 Not Started	06/30/2013		
Complete Manager Evaluation	🔵 Not Started	06/30/2013		<a href="#">Start</a>

[Return to Select Documents](#)

- 5.20 Review the page shown above. Note that the system has indicated that you have successfully **submitted** your nominations and that both the *Nominate Participants* and *Track Nominations* process steps show as *In Progress*.
- 5.21 **Congratulations** – you have completed the manager portion of the Peer Nomination process!

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ROCHESTER CITY SCHOOL DISTRICT

Nominating a Peer Reviewer or PART Evaluator for Teacher APPR Evaluations



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**6.0 ASSOCIATED DOCUMENTS**

6.1 None.

**7.0 RECORD RETENTION**

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

**8.0 REVISION HISTORY**

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

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