# 2022-2023 Performance Management Tasks and Timelines for Appraisers

## EMPLOYEE GROUP
- **Teachers**
- **Media Specialists**
- **Counselors**
- **Assistant Principals**
- **Principals**

### EVALUATION INSTRUMENT
- **Teacher Excellence Initiative** (TEI) - tei.dallasisd.org
- **Dallas Librarian Appraisal** (DLA) - dallasisd.org/Page/41982
- **School Counselor Appraisal Instrument** (SCAI) - dallasisd.org/Page/41974
- **Assistant Principal Excellence Initiative** (APEI) - dallasisd.org/Page/41973
- **Principal Excellence Initiative** (PEI) - dallasisd.org/Page/41972
- **Career Management System** (CMS) - dallasisd.org/domain/13476
- **Central Staff Excellence Initiative** (CSEI) - dallasisd.org/csei

### PHASE 1 (BOY)
#### Goal Planning Conference
- **Dates**: Aug 29 – Oct 7, 2022
- **Action Item**:
  - Approve SLO goal
  - Review PDP
  - Conduct conference

### PHASE 2 (MOY)
#### Mid-Year Checkpoint/Review
- **Dates**: By Dec 21, 2022
- **Action Item**:
  - Complete half of required spots Employee completes self-report
  - Appraiser conducts formal observation of librarian instruction

### PHASE 3 (EOY)
#### Performance Evaluation, Goal Accomplishment, Conference
- **Dates**: April 27, 2023 (Summative) May 22, 2023* (SLO)
- **Action Item**:
  - Teachers submit SLO Goal Accomplishment by May 22
  - Complete End-of-year Performance Evaluation & Conference

### CONTACTS
- **TEI**: tei@dallasisd.org / 972.749.5712
- **Performance Management**: performancemanagement@dallasisd.org / 972.749.5712
- **Career Management**: careermanagement@dallasisd.org / 972.749.5712

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*Dates subject to change*  
Employees hired after April 3, 2023 do not require completion of a 2022-23 evaluation.