



2017-2018 NON-INSTRUCTIONAL EVALUATION PLANNING CALENDAR

PROCESS STEP	TIMELINE
Step 1 – Orientation to the Process*	September 2017
Step 2 – Goal Setting Conference	Window: September 2017 Complete by September 29, 2017
Step 3 – Upward Feedback	November 2017
Step 4 – Mid-year Conference	Window: December 2017/January 2018 Complete by January 31, 2018
Step 5 – Upward Feedback	April 2018
Step 6 – End-of-Year Conference	Window: May/June 2018 Complete by June 29, 2018
Step 7 – Peer Feedback	Complete at any time during the evaluation process

Note: *The Orientation to the Process meeting is only held for new District employees or those new to a school site or department