

WILSON COUNTY SCHOOL SYSTEM

Certified Evaluation Grievance

TCA 49-1-302 allows evaluated teachers and principals to challenge only the accuracy of the data used in the evaluation and the adherence to the evaluation policies adopted by the State Board of Education. Minor procedural errors in implementing the evaluation model shall not constitute grounds for challenging the final results of an evaluation. The final results of an evaluation may only be challenged when a procedural error was made AND that error affected or compromised the integrity of the evaluation results.

This grievance procedure is not a means for teachers to grieve the evaluation instrument, disagreements with the results of an evaluation, or actions taken based on a final evaluation score. Please refer to the TN Department of Education's Website for Guidance on Grievances: http://team-tn.org/wp-content/uploads/2013/10/Guidance-on-Grievances_2015-1.pdf

The written grievance must be submitted to the evaluator no later than the following dates:

- For **observation** scores: within 15 calendar days from the date teachers & principals receive the scores for a single observation or within 15 calendar days of the final Professionalism conference for the final observation average.
- For **growth** scores: within 15 calendar days after the data is entered by the state into TNCompass for the school year in question.
- For the **achievement** score: within 15 calendar days after the data is entered into TNCompass following the school year in question or within 15 days of the Summative Conference with a review of the final achievement measure component.

Employee Name: _____

Location/Assignment: _____

Principal/Supervisor: _____ Evaluator: _____

Date of Summative Evaluation: _____ Date Grievance Received: _____ Evaluation Year: _____

Basis of Grievance

Summary of the complaint (if more space is needed, please attach):

Please select the correct category AND describe how that error affected your overall score:

- Accuracy of the Data (mark at least one reason below)
 - Wrong teacher or teacher number
 - Wrong students assigned
 - Data entry error
 - Computer error
 - Other _____
 - Procedural Errors (mark at least one reason below)
 - Conference held outside of the five day window
 - Observations not scheduled appropriately (explain): _____
- _____

- Number of observations
 - Other: _____

How did the above error affect your overall score?

Corrective Action(s) desired:

Please attach any sufficient documentation or information to support this grievance and submit to the Evaluation Administrator in Human Resources.

Step 1 (Evaluator): Disposition

Decision will be communicated in writing to the grievant within fifteen (15) calendar days of receipt of complaint.

Date of Response: _____

Response:

Copy to: Grievant
Human Resources
Director of Schools

Signature of Immediate Supervisor

Date of meeting with employee

Grievance Resolved: Yes ___ No ___ Appealed to Step 2: Yes ___ No ___

Signature of Employee: _____ Date: _____

Step 2 (Director of Schools): Disposition

Written grievance and Step 1 decision must be submitted to the Director of Schools (or designee) within fifteen (15) calendar days of the receipt of decision from Step 1. Additionally, the decision of Step 2 will be communicated to the grievant in writing within fifteen (15) calendar days of discussion.

Date Received: _____ Date of Response: _____

Has adequate proof been provided that an error regarding accuracy or a procedural error did in fact take place and that the error could or did materially affect the final outcome of the evaluation?

YES (continue with response) NO (grievance is not valid)

Response if YES was selected on the prior question:

Copy to: Grievant
Evaluator
Human Resources

Signature of Director of Schools

Date

Step 2: (Director of Schools): Disposition (Continued)

Grievance Resolved: Yes ___ No ___ Appealed to Step 3: Yes ___ No ___

NOTE: Grievance can only be appealed to Step 3 if adequate proof has been provided that an error in accuracy or a procedural error did in fact take place and that the error could or did materially affect the final outcome of the evaluation.

Signature of Employee: _____ Date: _____

Step 3: (Wilson County Schools Board of Education): Disposition

Written grievance and all relevant documentation must be submitted to the Wilson County Schools Board of Education within fifteen (15) calendar days of receipt of decision from Step 2.

Any hearing granted by The Board of Education shall be held no later than thirty (30) calendar days after receipt of request. The Board of Education's decision shall be communicated in writing to all parties no later than thirty (30) calendar days after conclusion of the hearing.

Request for Hearing Received: _____

Please select from the following. Check all that apply. Based on a review of the record:

- The Board of Education has granted the request for a full board hearing
- The Board of Education has denied the request for a full board hearing
- The Board of Education has affirmed the decision of the Director of Schools based on a review of the record
- The Board of Education has overturned the decision of the Director of Schools based on a review of the record

If the Board of Education has granted the request of a full board hearing please fill out the following:

Date of the Hearing: _____

Response:

Copy to: Grievant
Evaluator
Human Resources
Director of Schools

Signature of the Board Chairman

Date