

**Tennessee Department of Education
Teacher and Principal Evaluation Field Test
Proposed Annual Observation Cycle**


Professional Teachers:

Suggested Sequence	Type	Length	Rubric	Pre-Conference	Post-Conference Type
First	Informal (Announced)	15 Min	Designing and Planning Rubric—3 indicators (Teacher Provides Lesson Plan)	Yes	Informal
Second	Formal (Announced)	Lesson	12 Indicators from Instructional Rubric	Yes	Formal
Third	Informal (Unannounced)	15 Min	Environment Rubric—4 indicators	No	Informal
Fourth	Formal (Unannounced)	Lesson	Instructional Rubric— all 12 indicators	No	Formal

Apprentice Teachers:

Suggested Sequence	Type	Length	Rubric	Pre-Conference	Post-Conference Type
First	Informal (Announced)	15 Min	Designing and Planning Rubric—3 indicators (Teacher Provides Lesson Plan)	Yes	Informal
Second	Formal Unannounced)	Lesson	12 Indicators from Instructional Rubric	No	Formal
Third	Informal (Unannounced)	15 Min	Environment Rubric—4 indicators	No	Informal
Fourth	Formal (Announced)	Lesson	Instructional Rubric— all 12 indicators	Yes	Formal
Fifth	Informal (Announced)	15 Min	Designing and Planning Rubric + Environment Rubric—7 indicators	Yes	Informal
Sixth	Formal (Unannounced)	Lesson	Instructional Rubric— all 12 indicators	No	Formal

Observation Pacing Guide for Your School

1. Number of professional teachers _____ X 2 formal lesson-length observations _____
2. Number of apprentice teachers _____ X 3 formal lesson-length observations + _____
3. **Total number of formal lesson-length observations per year** _____
4. Number of observers _____
5. Divide line 3 total by line 4 number (full lessons each observer must see) _____
6. **Divide line 5 by 30 (number of observation weeks) This is the number of FULL LESSONS each observer will need to see each week to keep on track.** 

7. Number of professional teachers _____ X 2 informal 15-minute observations _____
8. Number of apprentice teachers _____ X 3 informal 15-minute observations + _____
9. **Total number of informal 15-minute observations per year** _____
10. Number of observers _____
11. Divide line 9 total by line 10 number (informal observations for each observer) _____
12. **Divide line 11 by 30 (number of observation weeks) This is the number of INFORMAL OBSERVATIONS each observer will need to do each week.** 