

**Spring benchmark reminders for instructional, non-instructional, and portfolio evaluations are listed below.**

**Additional information is located in the 2019-20 TEM Manual and on the PLZ Resources page.**

**For questions, please reach out to the office of Employee Performance and Support (EPS) at 901-416-2475.**

# Spring Evaluation Benchmarks

SY2019-20

Instructional Evaluations TEM / TEAM	Non-Instructional Evaluations NIE	PORTFOLIOS
<p><b><u>January 31, 2020</u></b></p> <ul style="list-style-type: none"><li>• ILD Observation #1 completed (TEAM)</li></ul> <p><b><u>February 7, 2020</u></b></p> <ul style="list-style-type: none"><li>• 60% of total observations for school completed (TEM)</li></ul> <p><b><u>April 19, 2020</u></b></p> <ul style="list-style-type: none"><li>• 100% of Professionalism components completed by teachers (TEM)</li></ul> <p><b><u>May 1, 2020</u></b></p> <ul style="list-style-type: none"><li>• 100% of total observations for school completed (TEM)</li></ul> <p><b><u>May 22, 2020</u></b></p> <ul style="list-style-type: none"><li>• 100% of Professionalism conferences completed by administrators (TEM)</li><li>• 100% of End-of-Year (EOY) conferences for schools completed (TEM)</li></ul> <p><b><u>June 7, 2020</u></b></p> <ul style="list-style-type: none"><li>• TEAM (Administrator) Observation #2 completed in PLZ (TEAM)</li></ul> <p><b><u>June 26, 2020</u></b></p> <ul style="list-style-type: none"><li>• ILD Observation #2 completed in PLZ (TEAM)</li></ul>	<p><b><u>January 31, 2020</u></b> <b>Extended: Feb. 14</b></p> <ul style="list-style-type: none"><li>• Mid-year conferences completed</li></ul> <p><b><u>April 30, 2020</u></b></p> <ul style="list-style-type: none"><li>• Spring Upward Feedback due</li></ul> <p><b><u>June 30, 2020</u></b></p> <ul style="list-style-type: none"><li>• End-of-Year (EOY) conferences completed</li></ul>	<p><b><u>February 7, 2020</u></b></p> <ul style="list-style-type: none"><li>• Fine Arts &amp; World Language deadline to activate Portfolium account and select domain</li></ul> <p><b><u>April 1, 2020</u></b></p> <ul style="list-style-type: none"><li>• Art, Music, &amp; Performing Arts 50% completion due (SCS deadline)</li></ul> <p><b><u>April 15, 2020</u></b></p> <ul style="list-style-type: none"><li>• World Language all portfolio components due except self-score (SCS deadline)</li><li>• HPELW 100% completion due (SCS deadline)</li></ul> <p><b><u>April 24, 2020</u></b></p> <ul style="list-style-type: none"><li>• All Fine Arts 100% completion due (SCS deadline)</li></ul> <p><b><u>April 27, 2020</u></b></p> <ul style="list-style-type: none"><li>• Early Childhood 100% completion due (SCS deadline)</li></ul> <p><b><u>May 1, 2020</u></b></p> <ul style="list-style-type: none"><li>• 100% portfolio uploads due in the Portfolium platform (state deadline)</li></ul>