

Review of Evaluation Protocol Report

Educator's Name:

Contact Email:

Evaluator's Name:

Evaluator's Evaluator:

I3 Coordinator/ EDPM/TEC

PLEASE NOTE:
 This review of Evaluation Protocol Report may be used at any point during the evaluation process. However, before a Review of Evaluation Protocol Report is initiated, the educator **MUST** make an attempt to rectify the problem with the Evaluator via email. If the Evaluator is not the building principal, the Educator is encouraged to include the building principal in the attempt to resolve the matter.

1. The Educator submits to the Executive Director of Performance Management/i3 Coordinator via email, within 48 hours of sending the email (explained above) the following:

- This completed, signed Review of Evaluation Protocol (RoEP) form
- a copy of the email requesting rectification and the response (if one has been received)

Received on: _____
 Complete
 Incomplete

2. Executive Director of Performance Management/i3 Coordinator reviews the RoEP report and determine whether or not a Providence School Department evaluation protocol has been breached and respond to the educator via email.

RoEP will proceed.
 RoEP will not proceed.
 Email sent on: _____

3. IF #2 is Accepted to Proceed:
 Executive Director of Performance Management/i3 Coordinator contacts the Evaluator, via email, to determine whether or not they would like to submit any evidence about the Review of Evaluation Protocol. Evaluator will be given 48 hours to submit any additional evidence.

Contacted on: _____
 Response: _____
 Evaluator will submit evidence
 Evaluator will not submit evidence

4. Executive Director of Performance Management/i3 Coordinator sends all of the above to the Evaluator's Evaluator, either a Building Principal, Director, Zone Executive Director, Superintendent.

Sent to: _____
 On: _____

5. Results/actions, if deemed warranted, are addressed by the Evaluator's Evaluator within 7 business days and then the results/actions are forwarded to the Executive Director of Performance Management/i3 Coordinator.

Final Rating: _____
 Addressed: Yes No

6. The Evaluator and their Evaluator sign the RoEP and retain it as evaluation evidence for rating on PP & PF.

Sent: _____

7. The Executive Director of Performance Management/i3 Coordinator informs the Educator who initiated the Review of Evaluation Protocol (RoEP) form, via email, that the matter has been addressed.

Sent: _____

NOTE: If the issue is not resolved within 7 business days of the email in #7, another RoEP form may be initiated.

EVIDENCE OF REVIEW OF EVALUATION PROTOCOL:

Explain which evaluation protocol(s) you believe has been breached. Please be specific.	Explain attempts you have made to rectify the situation. Please be specific.	Explain the resolution(s) you are seeking. Please be specific.	This space is to be used for the Evaluator of Evaluator's notes regarding results/consequences, etc.

By signing below, you are verifying that you:

- have made an attempt to resolve the issue with your Evaluator.
- have given the Teacher Evaluation Committee (TEC) permission to review your Evaluation Evidence.

Educator's Signature (via email, typed signature = electronic signature)

Date

Evaluator's Signature (upon completion)

Date

Evaluator of Evaluator's Signature (upon completion)

Date