

# Dyer County Board of Education

Descriptor Term:

## Evaluation and Grievance Procedure

Descriptor Code:

**GBL**

Rescinds:

**GBL**

Board Approved:

**6/26/12**

Board Approved:

**8/20/96**

1 The evaluation of performance and its effectiveness must be a cooperative and shared endeavor on the  
2 part of the director of schools and administrative and supervisory personnel.

3  
4 The Board shall use a state-approved model for evaluating administrative and supervisory personnel and  
5 shall approve standard forms to be used in evaluating support personnel.

6  
7 The director of schools is responsible for ensuring that all administrative and supervisory personnel are  
8 evaluated annually.

### 9 10 **LICENSED TEACHING PERSONNEL**

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12 The Board adopts the TEAM evaluation model. The director shall draft procedures to ensure that the  
13 model is implemented throughout the school system. Additionally, the director shall provide  
14 information to all licensed teaching personnel regarding the nature of the evaluation and the grievance  
15 procedures prescribed by the Tennessee State Board of Education.<sup>1,2</sup>

### 16 17 **GRIEVANCE PROCEDURE**

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19 I. As required by Tennessee State Board Rule 0520-02-01-.01(4), the Board adopts the  
20 following local grievance procedure which shall provide a means for evaluated teachers  
21 and principals to challenge only the accuracy of the data used in the evaluation and the  
22 adherence to the evaluation policies adopted by the Tennessee State Board of Education

#### 23 24 II. Definitions:

25  
26 A. "Accuracy of the data" means only that the data identified with a particular teacher  
27 is correct.

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29 B. "Minor procedural errors" shall be defined as errors that do not materially affect or  
30 compromise the integrity of the evaluation results

31  
32 C. "Grievance issues" means the accuracy of the data used in the evaluation and the adherence  
33 to the evaluation policies adopted by the Tennessee State Board of Education. No other  
34 issues stated in the grievance shall be considered "grievances" under this procedure.

#### 35 36 III. Step 1 - Evaluator

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38 A. A written grievance must be submitted to the evaluator no later than fifteen (15) days from  
39 the end of the summative evaluation, otherwise it will be considered untimely and invalid  
40 on the Board supplied Evaluation Grievance Forms, obtained from the Central Office

1 B. Required components of grievance:  
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- 3 1. teacher or principal's name, position, school, and additional title, if any;  
4  
5 2. name of the teacher or principal's immediate supervisor;  
6  
7 3. name of the evaluator/reviewer;  
8  
9 4. date the challenged summative evaluation was received;  
10  
11 5. Evaluation period in question;  
12  
13 6. basis for the grievance;  
14  
15 7. corrective action desired by the grievant; and  
16  
17 8. sufficient facts or other information to begin an investigation.

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19 C. Failure to state specific reasons shall result in the grievance being considered  
20 improperly filed and invalid.  
21

22 D. After receiving the grievance, the evaluator shall:  
23

- 24 1. examine the documentation presented by the grievant and such other  
25 documentation as may be relevant and available;  
26  
27 2. communicate a decision, in writing, to the grievant within fifteen (15)  
28 days of receipt of the grievance; and  
29  
30 3. at their discretion, correct any procedural errors made during the  
31 evaluation process.  
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33 IV. Step 2 - Director of Schools  
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35 A. A written grievance must be submitted by the grievant to the Director of School or  
36 designee no later than fifteen (15) days of receipt of the decision rendered in Step 1;  
37 provided, however, a designee may not be used if the complainant is a principal.  
38

39 B. The Director of Schools will:  
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- 41 1. hold informal discussion with grievant;  
42  
43 2. hear facts, allegations, and testimony by appropriate witnesses as soon as  
44 practical.  
45  
46 3. communicate, in writing, a decision to the grievant within fifteen (15)  
47

1 days of the discussion with grievant; and

- 2  
3 4. take any action necessary, based on the circumstances, to immediately  
4 correct any procedural errors made in the evaluation process.

5  
6 V. Step 3 - Board of Education

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8 A. Teachers and principals may request a hearing before the Board by submitting a written  
9 grievance and all relevant documentation to the Board within fifteen (15) days of receipt  
10 of the decision rendered in Step 2.

11  
12 B. The Board, based on a review of the record may:

- 13  
14 1. grant or deny a request for a full Board hearing; or  
15  
16 2. affirm or overturn the decision of the Director of Schools with or without  
17 a hearing before the Board; and  
18  
19 3. If a hearing is granted, the Board will:  
20  
21 i. hold such hearing no later than thirty (30) days after the receipt of  
22 a request for a hearing;  
23  
24 ii. give written notice of the time and place of the hearing to the  
25 grievant, Director of Schools, and all administrators involved;  
26  
27 iii. permit the grievant to represent himself/herself at the hearing or be  
28 represented by an attorney at the hearing and the Board may also  
29 have any attorney present at the hearing who may also present  
30 evidence at the hearing; and  
31  
32 iv. communicate its decision, in writing, to all parties no later than  
33 thirty (30) days after the conclusion of the hearing.

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35 4. The action of the Board shall be final.  
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38 Reference: Tennessee State Board of Education, Teacher and Principal Evaluation Policy # 5.201  
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Legal References.

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44 1. TRR?MS 0520-2-1-01  
45 2. TRR/MS 0520-2-1-02  
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