

Board Policy GBIA: Teacher Evaluation Appeals

Status: ADOPTED

Original Adopted Date: 06/17/2021 | **Last Reviewed Date:** 06/17/2021

The appeal process described in this policy will be available to teachers who have accepted a full-time, full school year contract with the Bibb County Board of Education ("Board") for the fourth or subsequent consecutive school year. Such teachers may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations conducted pursuant to Code Section 20-2-210, procedural deficiencies on the part of the Bibb County School District ("District") conducting an evaluation, and job performance.

Level One Appeal. No more than 5 school days after the summative evaluation conference, the teacher will provide a written notice of a Level One appeal to the responsible evaluator detailing every factual basis for the appeal. If the principal is the responsible evaluator, the principal will respond in writing within 10 school days after the principal receives the appeal. If the responsible evaluator is not the principal, the appeal will be forwarded to the principal, who will conduct the Level One review. In either circumstance, a written response will be provided to the teacher within 10 school days after the principal receives the appeal. The decision may be hand delivered to the teacher or sent by electronic mail.

Level Two Appeal. If the teacher is dissatisfied with the principal's response, a written Level Two appeal may be filed within 5 school days to the office of the Assistant Superintendent of Human Resources. The Assistant Superintendent of Human Resources will designate an administrator certified and ~~TKES (Teacher Keys Evaluation System) and trained in the District's approved teacher evaluation tool~~ administrator from the District to review the appeal. In the discretion of the Assistant Superintendent of Human Resources, the Level Two Appeal may be referred to a qualified third party administrator from outside the District. A written response on the Level Two Appeal shall be provided to the teacher within 10 school days of the appeal being received by the designated administrator. The decision may be hand delivered to the teacher or sent by electronic mail. The Level Two decision will be final.

The appeal at each level must include a review of the complete evaluation record, including all documentation on the electronic platform, the original appeal and the response of the principal. In the discretion of the reviewer, a meeting may be scheduled with the teacher and, in the discretion of the reviewer, with the principal or original evaluator.

A teacher will not be the subject of any reprisal as a result of filing an appeal under this policy. Should any reprisal occur, the teacher may refer the matter to the Professional Standards Commission.
