

## Evaluating Teachers With Extended Leaves/Absences

### Requirements for Summative Evaluation Ratings

Under AchieveNJ, all teachers are evaluated on multiple measures of teacher practice and student achievement. Even teachers who are not present for a portion of student school days may receive a summative evaluation rating as long as they have **both a practice score and a student achievement score** meeting the minimum requirements summarized in the chart below and described in more detail in the sections that follow.<sup>1</sup>

Component	Minimum Requirements
<b>Teacher Practice</b>	<ul style="list-style-type: none"> <li>• 3 observations<sup>2</sup> (non-tenured teachers)</li> <li>• 2 observations (tenured teachers)</li> <li>• 1 extra observation if on a Corrective Action Plan</li> </ul>
<b>Student Achievement</b>	<ul style="list-style-type: none"> <li>• 2 Student Growth Objective (SGO) scores <b>or</b></li> <li>• 1 median Student Growth Percentile (mSGP) score and at least 1 SGO score</li> </ul>

Teachers without both component scores should not receive a final summative rating for that school year.

### Teacher Practice Requirements

Observation requirements for teachers are explained in the following chart:

Teacher Status	Minimum Observations (at least 20 minutes each)	Multiple Observers
<b>Non-tenured</b>	<b>3</b>	<b>Required</b>
<b>Tenured</b>	<b>2</b>	<b>Recommended</b>
<b>Corrective Action Plan</b>	<b>Plus One</b>	<b>Required</b>

Additional notes on observations:

- **Announced vs. Unannounced:** Within the minimum requirements, all teachers must have at least one unannounced and one announced observation with a pre-conference.
- **Non-tenured teachers present for less than 40% total school days in an academic year:** A minimum of 2 observations are required.
- **Post-conferences:** Post-conferences between teachers and their supervisors are required following each observation. These conferences must all be face-to-face for non-tenured teachers and at least one must be face-to-face for tenured teachers.

A teacher should not receive a final teacher practice score (and thus cannot receive a summative evaluation rating) unless the minimum observation requirements have been met.

### Student Achievement Requirements

**Student Growth Objectives (SGOs) and Median Student Growth Percentiles (mSGPs):** All teachers must set at least one SGO and must calculate and record at least one SGO score by the end of the school year. Teachers who do not instruct 4<sup>th</sup>- 8<sup>th</sup>-grade Language Arts and 4<sup>th</sup>-7<sup>th</sup>-grade Math must record two SGO scores.

<sup>1</sup> Information in this table and box below regarding number and length of observations and post-conferences are described in proposed rules pending adoption in late fall 2016 for use in the 2016-17 school year.

<sup>2</sup> Teachers present for less than 40% of the total school days in an academic year must receive at least 2 observations. Districts with waivers should refer to the conditions of their waivers for observation requirements.

- For teachers on extended leave, observations and SGOs may have to occur in a narrower timeframe. For SGOs, it is best if teachers are present for a continuous 9-week period. In cases where this is not possible the teacher should set SGOs for as much time as is available, provided that the teacher has an opportunity to have a significant impact on students' learning during that abbreviated period of time.

**Teachers who did not set SGO(s) before the deadline due to an extended absence should set the SGO(s) as soon as possible after returning to the classroom.**

In order to receive the mSGP score, teachers must:

- Instruct a 4<sup>th</sup>-8<sup>th</sup>-grade Language Arts or 4<sup>th</sup>-7<sup>th</sup>-grade Math class assessed by the state standardized exam;
- Have at least 20 separate students with SGPs enrolled at least 70 percent of the time prior to the test; and
- Be the teacher of record at least 60 percent of the time prior to the exam.

**Teachers who do not meet the above requirements due to an extended absence will not receive an mSGP score and must calculate and record two SGO scores before the end of the school year.**

## Implications for Tenure

**Earning Tenure:** According to the TEACHNJ Act, to earn tenure all teachers hired after August 12, 2012 must:

- Be employed in the school district for
  - Four consecutive calendar years;
  - Four consecutive academic years plus one day at the beginning of the succeeding academic year; or
  - The equivalent of more than four academic years within a period of any five years.
- Earn at least two summative evaluation ratings of Effective or Highly Effective within the last three academic or calendar years leading to tenure.

For example, if a teacher does not receive a summative rating for one year but has two years of at least Effective ratings, an extended absence may not delay the earning of tenure. However, if a teacher has earned a Partially Effective or lower rating within the last three years leading to tenure and did not receive a rating one of those years, the teacher must wait to earn an Effective or better rating to be eligible as shown below.

Scenario	Year 1	Year 2	Year 3	Year 4	Result in Year 5
No Leave of Absence	Mentoring Year - no impact on tenure	<i>Partially Effective</i>	<i>Effective</i>	<i>Effective</i>	Teacher earns tenure after one day of employment.
Leave in Year 3 with Two Effective Ratings		Effective	Leave from Sept. - Apr.; <b>No Rating</b>	Effective	Teacher earns tenure later in the year. (Exact month depends on length of leave.)

**Losing Tenure:** The TEACHNJ Act establishes standards for filing an inefficiency tenure charge against a tenured teacher in accordance with the chart below:

Summative Rating A	Summative Rating B (Consecutive)	Action
Ineffective	Ineffective	The superintendent <b>shall file</b> a charge of inefficiency. <sup>3</sup>
Partially Effective	Ineffective	
Ineffective	Partially Effective	The superintendent <b>may file</b> a charge of inefficiency or <b>may defer</b> by filing written evidence of exceptional circumstances. After the following summative evaluation (i.e., the third consecutive), the superintendent <b>shall file</b> a charge of inefficiency if the rating is Ineffective or Partially Effective.
Partially Effective	Partially Effective	

<sup>3</sup> In addition, a superintendent **may** file a charge of inefficiency without two years of poor summative evaluation ratings and may also file tenure charges for incapacity, conduct unbecoming such a teaching staff member, or other just cause.  
New Jersey Department of Education (Updated 8-16)

The following chart displays how a missing summative evaluation rating **could affect** a tenured teacher. Summative Ratings 1, 2, and 3 represent three consecutive years during a teacher’s tenure:

Summative Rating 1	Summative Rating 2	Summative Rating 3	Action
Ineffective	No Rating	Ineffective	The superintendent <b>shall file</b> a charge of inefficiency.
Partially Effective	No Rating	Ineffective	
Ineffective	No Rating	Partially Effective	The superintendent <b>may file</b> a charge of inefficiency or may defer the filing until the next year; in the following year (i.e., the fourth consecutive year), the superintendent <b>shall file</b> a charge of inefficiency if the annual rating is Ineffective or Partially Effective.
Partially Effective	No Rating	Partially Effective	

## Evaluation of Substitutes

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New Jersey’s evaluation requirements apply to teaching staff members who are employed in a public school district and do NOT apply to a temporary substitute who is not earning tenure in the district. However, the Department recommends that any staff member responsible for students be appropriately monitored through walkthroughs or observations to assure that students receive proper instruction.

Long-term substitutes under contract in the district who are currently working toward earning tenure or may soon be working toward earning tenure in the district should be evaluated in the same way all contract teachers are evaluated in that district.

## For More Information

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- Visit the AchieveNJ website at [www.nj.gov/education/AchieveNJ](http://www.nj.gov/education/AchieveNJ).
- Contact your school and district administration to ask about your School Improvement Panel and District Evaluation Advisory Committee.
- Questions or feedback? E-mail [educatorevaluation@doe.state.nj.us](mailto:educatorevaluation@doe.state.nj.us), or call the AchieveNJ Help Line at 609-777-3788.