**Checklist to Determine Services Available for**

**Non-Renewed Annual Contract Teachers**

If you have been non-reappointed and would like that decision to be reviewed, please complete this form and submit it along with supporting documentation to TALC.

First and Last Name: Click or tap here to enter text.

Personal (Non-work) Email: Click or tap here to enter text.

Cell Phone Number: Click or tap here to enter text.

School/Worksite: Click or tap here to enter text.

Current Career Ladder Level (Check one):

Career  Accomplished  Apprentice

Are you eligible to move on the Career Ladder this year (Check one)?

Yes  No

**TALC CONTRACT LANGUAGE ON REVIEW OF NON-REAPPOINTMENT**

**Article 5.01(1)**

**(b) Non-Reappointment Recommendation - Reviewable:** Upon employee or TALC request, that the

District will review an administrator’s recommendation for non-reappointment, if:

(1) Two Most Recent Evaluations: An employee’s two most recent evaluations are Highly Effective.

(2) Three Most Recent Evaluations: An employee’s three most recent evaluations are a combination of Highly Effective and Effective.

(3) Probationary Contract Status: An employee is on a probationary contract, received an Effective manager’s rating, and was responsive to administrative coaching.

**(c) Non-Reappointment Recommendation - Non-Reviewable:** The District will not review recommendations for non-reappointment, if:

(1) Position Eliminated: A teaching position does not exist at the school for the following year.

(2) Failure to Maintain Certification: An employee has failed to maintain proper certification.

(3) Disciplinary Documentation: An employee has received a letter of reprimand or more significant discipline.

1. How many years have you taught in the County (Please provide information if you have taught anywhere else that gives teaching experience)?

Click or tap here to enter text.

1. Have you received anything (this year or any year) that could be considered discipline,

insubordination or conflict with coworkers, parents or administration? Please provide as much detail as you feel comfortable.

Click or tap here to enter text.

1. In what areas do you hold current certifications and/or endorsements?

Click or tap here to enter text.

1. Other than your current position, are there any other positions in the District you would be interested in taking for which you qualify?

Click or tap here to enter text.

1. Please collect any and all documented evidence showing excellent performance during your time as a teacher in the county:

* Print out and include Career Ladder page from PeopleSoft
* Print out and include Inservice page from PeopleSoft
* Were you ever placed on an improvement plan? (if so, provide documents)
* Were you ever given written notice (note or email) of deficient or unsatisfactory performance?
* Provide all evaluation documentation from this year (particularly any portion(s) that scored low this year, what it was for, and what was done to improve it.)
* All evaluation scores for at least past 2 years (individual scores, final evaluation totals, VAM scores over last 3 years)
* Student growth data information (has student performance slipped, stayed the same, or improved over the course of the year?)
* Praise or recognition from public, admin, coworkers or parents (ie: press, emails, notes in evals, etc.)
* Volunteer work you’ve done for your school or district that is above and beyond expectations
* Any other merits related to your teaching

1. Anything else you can think of that proves your effectiveness and value to be re-appointed and not dismissed: Please comment or attach documents.

Click or tap here to enter text.

**We anticipate that non-reappointment appeal hearings will take place starting the first week of June with final decisions made by June 30, 2020.**