



**DATE:** July 29, 2023  
**TO:** Teachers  
**FROM:** Dolloress Johnson  
Sr. Director – Human Resources, Employee Relations,  
Development & Risk Management  
**RE:** Less than Annual Formal Observation

Under Arlington ISD Board Policy DNA (LOCAL), a copy of which can be found [here](#)<sup>1</sup>, the District makes available to eligible teachers the opportunity to receive a full T-TESS appraisal less annually, if the teacher agrees in writing. Eligible teachers will be allowed to be fully appraised every *three years*, so long as the teacher retains eligibility for such waiver. An eligible teacher is:

- Employed in Arlington ISD for a minimum of 3 years;
- Holds SBEC certification;
- Is assigned to his/her certification area; and is
- Employed on an educator term or continuing contract. (Probationary contracts are not eligible)
- A teacher must have received summative ratings of at least “Proficient” on nine of sixteen dimensions in the most recent full appraisal; and
- The most recent full appraisal did not identify any area of deficiency, defined as a rating of “Improvement Needed” or its equivalent, on any of the sixteen dimensions.

Teachers who meet the criteria for less-than-annual appraisals will engage in an annual review process with an assigned administrator to include the following:

- Goal Setting and Development of a Student Learning Objective (SLO)
- Walkthroughs
- Assessment of their performance in T-TESS Dimension 4: Professional Practices and Responsibilities:
  - Dimension 4.1 Professional Demeanor and Ethics;
  - Dimension 4.2 Goal Setting;
  - Dimension 4.3 Professional Development; and
  - Dimension 4.4 School/Community Involvement.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

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<sup>1</sup> <https://pol.tasb.org/PolicyOnline/PolicyDetails?key=1098&code=DNA#localTabContent>

A teacher's supervisor has the authority to return a teacher to the traditional appraisal cycle as a result of performance deficiencies documented in accordance with state rule and board policy.

If you signed a waiver in the 2022-23 School Year, you remain eligible for a T-TESS waiver unless you have been notified in writing by your administrator that you are returning to the traditional appraisal cycle. A waiver *must be acknowledged* every year by you and your appraiser in Eduphoria Strive.

To request a waiver, meet with your appraiser to discuss eligibility and sign the waiver in Eduphoria Strive by **September 13, 2023**.