

Minisink Valley Central School District
Documented Demonstration of Professional Performance
for Tenured Faculty Member — Request Form¹

Name _____ Position _____

During this school year, it is my preference to have my performance evaluated by the following means. [Please check one option only.]²

Formal observation by an administrator. During this school year, the principal, assistant principal, or other administrator will formally observe my work. Prior to this demonstration of my professional performance, the administrator will schedule the formal observation and may provide a Pre-Evaluation Outline for me to complete. There will be a post-observation conference, which will include self-assessment of the observed episode. A written *Documentation of Professional Performance* (form) will be placed in my personnel file.

Peer performance review. During the school year, I propose to complete three in-district or two out-of-district peer observations as noted on the attached form. Following each observation and post observation discussion, I will submit a memo for the principal's review and for placement in my personnel file. An observation consists of my observing a peer. One to three peers are specified on the attached proposal form and have agreed to cooperate with me on the review.

Demonstration or project. I have attached a proposal (of from one to three pages in length) and a self-evaluation checklist regarding my plan for professional development during this school year. The attached proposal clearly describes in detail a demonstration or project that I will be able to complete before May 1 of this school year. This demonstration or project will provide clear evidence of my professional ability and competence. I understand that both the proposal and the finished demonstration or project must be approved by the principal and be in accordance with New York State requirements. At the successful completion of the demonstration or project, I will submit a one-page written summary to the principal, who will then send me a letter to document my fulfillment of the requirement for professional development and performance for this year. A copy of that letter will be placed in my personnel file in lieu of a formal observation.

_____/_____
Signature of Faculty Member / Date
(copy to teacher; original to file)

¹ This form is to be completed and given to the principal during the first two weeks of school in September.
² Note that the principal may, at any time during this school year, elect to make a formal observation of your professional performance in addition to or instead of a peer review, a demonstration, or a project.
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*******Principal's Initial Response to Request*******

Dear Faculty Member (Name)_____:

- Your request for a *Documented Demonstration of Professional Performance* in the form of a **Formal Performance Observation** is approved. Prior to the observation, an administrator will be in contact with you.

- Approval or denial of your request for a *Documented Demonstration of Professional Performance* in the form of a **Peer Performance Review** is attached.

- Approval or denial of your request for a *Documented Demonstration of Professional Performance* in the form of a **Demonstration or Project**: (Principal selects **one** of the following actions.)

_____ Your proposal of September, ____, 20____, is approved as submitted.

_____ Your proposal of September, ____, 20____, is approved pending the following adjustment(s):

_____ Your proposal of September, ____, 20____, is denied for the following reason(s):

If your proposal is denied or you do not wish to complete the demonstration or project with the required adjustments, your *Documented Demonstration of Professional Performance* will be in the form of a Formal Performance Observation.

____Comments

Signature of Principal

Date

**Minisink Valley Central School District
Proposal for a Peer Performance Review**

Name _____ Date _____

Faculty Position (school, grade, subject) _____

During this school year, I propose to complete two to four peer-performance episodes as noted below. Following each episode, I will complete and submit to my principal a memo as *Documentation of Professional Performance: Peer Review* (refer to the back of this proposal) **for the principal's approval** and for placement in my personnel file. An episode may involve my observing a peer or it may involve the peer's observing me. From one to four peers, as named on this proposal, will cooperate with me. I understand I may request up to four periods of class coverage per year for me or my peer if necessary to complete this review.

Episode 1 _____ Will be observing me or
Peer's name

I will observe him/her

_____ topic of session
school/grade/subject

Month of observation: _____

Episode 2 _____ Will be observing me or
Peer's name

I will observe him/her

_____ topic of session
school/grade/subject

Month of observation: _____

Episode 3 _____ Will be observing me or
Peer's name

I will observe him/her

_____ topic of session
school/grade/subject

Month of observation: _____

Episode 4 _____ Will be observing me or
Peer's name

I will observe him/her

school/grade/subject

topic of session

Month of observation: _____

Principal's Authorization of Peer Performance Review Proposal:

I approve and authorize the above proposal for this year's Documented
Demonstration of Professional Development.

I do not approve the above proposal at this time for the following
reason(s):

Signature of Principal, Date

Copy (both sides) given to employee
Original proposal placed in employee's file

Notice to Faculty Member:

If the above proposal has been approved and signed by the principal, it is your responsibility to submit a memo of **approximately one type-written page** to the principal within one week following **each** Peer Performance Review Episode (a total of four memoranda). Keep a copy for yourself.

1. Please include the following heading on each memo:

Memorandum	
To:	(Principal's Name)
From:	(Your name)
Re:	<i>Documentation of Peer Performance Review of (date)</i>
Date:	(date of memo)

2. In the body of each memo, please answer the following questions clearly, thoroughly, and professionally:

- A. What have you learned from this observation episode? (That is, from observing your peer or from what your peer has told you in a conference following the episode.)
- B. How do you expect to apply what you learned from this episode to your own work?

If your memos are acceptable, all (two to four) of them will be attached to a letter from the principal. The principal's letter and your memos will serve as documentation of your professional performance for this school year. The letter (a copy of which you will receive) will be placed in your personnel folder.