

# Policy 5310 – Evaluations

The West Virginia Department of Education has a uniform evaluation policy to be used statewide. Highlights of the policy include:

- Teachers in their first, second or third year of teaching shall be evaluated a minimum of 2 times per year. Teachers in years four or five shall be evaluated a minimum of one time per year. For teachers with five or more years, who have not received an unsatisfactory rating, an evaluation shall be conducted only when the immediate supervisor determines it to be necessary or when a classroom teacher requests an evaluation.
- Observation requirements vary with years of experience.
  - Year 1-3
    - Three required observations for each written evaluation.
    - Two observations must be 30 minutes each and conducted during an instructional activity.
    - One of the two observations must be scheduled with the teacher.
    - The first observation must occur on or before November 1.
  - Year 4-5
    - Two required observations for each written evaluation.
    - One of the two observations must be 30 minutes and conducted during an instructional activity.
    - One of the two observations must be scheduled with the teacher.
    - The first observation must occur on or before November 1.
  - Five or more years, with satisfactory evaluation
    - An evaluation or professional growth and development plan is required only when the supervisor determines it to be necessary or when a teacher requests an evaluation.
    - If an evaluation is required it is the same procedure as years 4 or 5 (see above).
- After each thirty minute observation the supervisor shall have a post observation conference within 5 working days. At that time the employee shall receive a signed copy of the observation form.
- Walkthroughs cannot be utilized to replace an observation. Walkthroughs can be conducted at the discretion of the principal.
- The immediate supervisor is responsible for the teacher's evaluation.
- The teacher has the right to include a written statement as an addendum to the evaluation. The teacher's signature does not indicate agreement but simply that the supervisor has reviewed the evaluation with them.
- All evaluations must be completed by June 1.

For a complete copy of the evaluation policy go to [wvde.state.wv.us/policies/](http://wvde.state.wv.us/policies/)