

## Chapter 150. Commissioner's Rules Concerning Educator Appraisal

### Subchapter BB. Administrator Appraisal

#### §150.1021. General Provisions for Principal Appraisal.

- (a) All school districts have two choices in selecting a method to appraise principals: a principal appraisal system recommended by the commissioner of education or a local principal appraisal system.
- (b) The commissioner's recommended principal appraisal system, the Texas Principal Evaluation and Support System (T-PESS), was developed in accordance with the Texas Education Code (TEC), §21.3541.
- (c) The superintendent of each school district, with the approval of the school district board of trustees, may select the T-PESS. Each school district wanting to select or develop an alternative principal appraisal system must follow the TEC, §21.3541, and §150.1026 of this title (relating to Alternatives to the Commissioner's Recommended Principal Appraisal System).
- (d) The commissioner may designate a regional education service center to serve as the T-PESS certification provider for the state. The designated regional education service center may collect appropriate fees under the TEC, §8.053, from school districts and open-enrollment charter schools for training and certification.
- (e) Sections 150.1022 through 150.1025 of this title apply only to the T-PESS and not to local principal appraisal systems.

*Source: The provisions of this §150.1021 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1021 issued under the Texas Education Code, §21.354 and §21.3541.*

#### §150.1022. Assessment of Principal Performance.

- (a) Each principal shall be appraised on the following standards and indicators of the Texas Principal Evaluation and Support System (T-PESS) rubric that is aligned to the Texas Administrator Standards in Chapter 149 of this title (relating to Commissioner's Rules Concerning Educator Standards).
  - (1) Standard I. Instructional Leadership, which includes four indicators;
  - (2) Standard II. Human Capital, which includes four indicators;
  - (3) Standard III. Executive Leadership, which includes four indicators;
  - (4) Standard IV. School Culture, which includes five indicators; and
  - (5) Standard V. Strategic Operations, which includes four indicators.
- (b) The evaluation of each of the standards and indicators identified in subsection (a) of this section shall consider all data generated in the appraisal process.
- (c) Each principal shall be evaluated on the attainment and progress toward at least one goal, as referenced in §150.1023 of this title (relating to Appraisals, Data Sources, and Conferences). At least one goal shall be focused on the improvement of the principal's practice, as captured in the T-PESS rubric indicators and descriptors.
- (d) If calculating a single overall summative appraisal score for principals, the rating for the attainment of goals, as referenced in subsection (c) of this section, shall count for:
  - (1) at least 20% of a principal's summative score for a principal who has served at least one year in his or her role on the same campus; or
  - (2) at least 30% of a principal's summative score for a principal who is in his or her first year as principal on a particular campus.

- (e) Each principal shall be evaluated on each of the 21 indicators in Standards I-V identified in subsection (a) of this section and on the attainment of each goal, as referenced in subsection (c) of this section, using the following categories:
  - (1) distinguished;
  - (2) accomplished;
  - (3) proficient;
  - (4) developing; and
  - (5) improvement needed.
- (f) Beginning with the 2017-2018 school year, each principal appraisal shall include the campus-level academic growth or progress of the students enrolled at the principal's campus.
- (g) If calculating a single overall summative appraisal score for principals, the measure of student growth or progress, as referenced in subsection (f) of this section, shall count for:
  - (1) at least 20% of a principal's summative score for a principal who has served two or more years in his or her role on the same campus;
  - (2) at least 10% of a principal's summative score for a principal who has served one year in his or her role on the same campus; or
  - (3) may not be included in calculating a single overall summative appraisal score for a principal who is in his or her first year as principal on a particular campus.
- (h) Each principal shall be evaluated on student growth or progress using one of the terms from the following categories:
  - (1) distinguished;
  - (2) accomplished;
  - (3) proficient;
  - (4) developing; or
  - (5) improvement needed.

*Source: The provisions of this §150.1022 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1022 issued under the Texas Education Code, §21.354 and §21.3541.*

**§150.1023. Appraisals, Data Sources, and Conferences.**

- (a) Each principal must be appraised annually.
- (b) The annual principal appraisal shall include:
  - (1) at least one appraiser-approved goal that shall be:
    - (A) initially drafted in conjunction with the principal's end-of-year conference from the previous year, as applicable, revised as needed based on changes to the context of the principal's assignment at the beginning of the current school year, and submitted to the principal's appraiser; and
    - (B) maintained throughout the course of the school year by the principal to track progress in the attainment of goals and the actions taken to achieve the goals;
    - (C) shared with the principal's appraiser prior to the end-of-year conference; and
    - (D) used after the end-of-year conference in the determination of ratings for the attainment of goals;

- (2) a pre-evaluation conference prior to the principal submitting his or her goals to the principal's appraiser;
- (3) a mid-year conference to determine and discuss progress toward the attainment of goals;
- (4) an end-of-year conference that:
  - (A) reviews data collected throughout the current school year and previous school years, if available;
  - (B) examines and discusses the artifacts and evidence related to the principal's performance on the 21 indicators of Texas Principal Evaluation and Support System rubric and the attainment of goals, as described in §150.1022 of this title (relating to Assessment of Principal Performance);
  - (C) examines and discusses evidence related to student growth or progress measures, as described in §150.1022(f)-(h) of this title, when available; and
  - (D) identifies potential goals and professional development activities for the principal for the next school year; and
- (5) a written summative annual appraisal report to be provided to the principal after the conclusion of the end-of-year conference.
- (c) Each school district shall establish a calendar for the appraisal of principals and provide that calendar to principals prior to the pre-evaluation conference.
- (d) The written summative annual appraisal report shall be placed in the principal's personnel file by the end of the appraisal period.
- (e) Any documentation collected after the end-of-year conference but before the end of the contract term during one school year may be considered as part of the appraisal of a principal. If the documentation affects the principal's evaluation in any indicator, the attainment of goals, or a measure of student growth or progress, another summative report shall be developed to inform the principal of the change(s) prior to the end of the contract term.

*Source: The provisions of this §150.1023 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1023 issued under the Texas Education Code, §21.354 and §21.3541.*

**§150.1024. Appraiser Qualifications.**

- (a) The principal appraisal process requires at least one certified appraiser.
- (b) Before conducting an appraisal, an appraiser must be certified by having satisfactorily completed the state-approved Texas Principal Evaluation and Support System. Periodic recertification and training may be required.

*Source: The provisions of this §150.1024 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1024 issued under the Texas Education Code, §21.354 and §21.3541.*

**§150.1025. Principal Orientation.**

- (a) A school district shall ensure that a principal is provided with an orientation of the Texas Principal Evaluation and Support System (T-PESS) either prior to or in conjunction with the pre-evaluation conference, as referenced in §150.1023(b)(2) of this title (relating to Appraisals, Data Sources, and Conferences) when:
  - (1) the principal is new to the district;
  - (2) the principal has never been appraised under the T-PESS; or

- (3) district policy regarding principal appraisal has changed since the last time the principal was provided with an orientation to the T-PESS.
- (b) The principal orientation shall include all state and local appraisal policies and the local appraisal calendar.

*Source: The provisions of this §150.1025 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1025 issued under the Texas Education Code, §21.354 and §21.3541.*

**§150.1026. Alternatives to the Commissioner's Recommended Principal Appraisal System.**

A school district that does not choose to use the commissioner's recommended Texas Principal Evaluation and Support System must develop its own principal appraisal system supported by locally adopted policy and procedures and by the processes outlined in the Texas Education Code (TEC), §21.3541.

*Source: The provisions of this §150.1026 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1026 issued under the Texas Education Code, §21.354 and §21.3541.*

**§150.1027. District Submissions to Regional Education Service Center.**

- (a) The superintendent shall notify the executive director of its regional education service center in writing of the school district's choice of appraisal system when using an alternative to the commissioner's recommended appraisal system and detail the components of that system by the first day of instruction for the school year in which the alternative system is used.
- (b) Each school district shall submit annually to its regional education service center a summary of the evaluation scores from the Texas Principal Evaluation and Support System or the district's locally adopted appraisal system, in a manner prescribed by the commissioner of education.

*Source: The provisions of this §150.1027 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1027 issued under the Texas Education Code, §21.354 and §21.3541.*

**§150.1028. Appraisal of Campus Administrators other than Principals.**

- (a) Each school district shall evaluate campus administrators other than principals annually.
- (b) A school district may use the Texas Principal Evaluation and Support System (T-PESS) to appraise campus administrators other than principals provided the school district makes appropriate modifications to ensure that the T-PESS rubric and components fit the job descriptions of the campus administrators other than principals evaluated with the T-PESS.
- (c) Each school district wanting to select or develop a local appraisal system for campus administrators other than principals must follow the TEC, §21.354(c)(2).

*Source: The provisions of this §150.1028 adopted to be effective July 1, 2016, 41 TexReg 4009.*

*Statutory Authority: The provisions of this §150.1028 issued under the Texas Education Code, §21.354 and §21.3541.*