

## Frequently Asked Questions

Answers to questions typically asked about the recommended domains for principal and superintendent appraisal are provided below. Additional questions should be directed to Lauralee Pankonien, Coordinator, [lauralee.pankonien@esc13.txed.net](mailto:lauralee.pankonien@esc13.txed.net).

1. How often must administrators be appraised?	1. Annually. [TEC §21.354(c)]
2. What if an administrator is not appraised?	2. Funds of a school district may not be used to pay an administrator who has not been appraised under TEC §21.354(d) in the preceding 15 months.
3. What are the statutory citations for administrator appraisal and where can these laws be referenced?	3. Statutory citations for administrator appraisal are found in the Texas Education Code (TEC) §21.354 and §39.054. These citations are published in the TEXAS SCHOOL LAW BULLETIN, 2003. They can also be accessed through Texas Legislature Online: <a href="http://www.capitol.state.tx.us">www.capitol.state.tx.us</a> or through the Texas Education Agency web site: <a href="http://www.tea.state.tx.us">www.tea.state.tx.us</a> .
4. What are the Commissioner's Rules for administrator appraisal and where can they be referenced?	4. Commissioner's Rules for administrator appraisal are found in the Texas Administrative Code (TAC) §150.1021 and §150.1022. A current copy of the rules can be accessed through the Texas Education Agency web site: <a href="http://www.tea.state.tx.us">www.tea.state.tx.us</a> . A printed copy of the current rules may be requested from Lauralee Pankonien, Region XIII ESC: (512) 919-5278.
5. Who will monitor or enforce what districts do for their appraisals?	5. The board and superintendent are responsible for ensuring that their appraisal procedures and forms meet all requirements of statute, including those that explicitly link student performance with the appraisal of principals and superintendents.
6. What are the advantages of adopting the commissioner-recommended student performance domain?	6. As a result of adopting the commissioner-recommended student performance domain, a district would be able to meet legislative requirements: <ul style="list-style-type: none"> <li>• with a process that has been researched, field tested, and carefully reviewed by both legal and technical experts and, if used correctly, should be defensible in court.</li> <li>• without the time and expense inherent in the decision processes specified by law for districts choosing to develop their own.</li> </ul>
7. Can a district adopt just the principal or the superintendent domain without adopting the other?	7. Yes. The district would be obligated to comply with the statutory requirements for both content and process as follows: <ul style="list-style-type: none"> <li>• content must address legislative intent of "primary consideration" and performance of the campus on AEIS indicators and campus objectives "including performance gains and maintenance of those gains."</li> <li>• process must include "consultation with the district- and campus-level committees and adoption by the board of trustees".</li> </ul>
8. Can the recommended domains be used with administrators other than principals and superintendents?	8. Yes. Including student performance in the appraisal of other administrators is a local decision.
9. What training is required for the superintendent domain?	9. The required orientation for superintendents will be provided by education service centers (ESCs) and their field service agents and will include: an overview of the development process and rules, completion of the superintendent form, and options for providing appraisal training to board members.

10. What training on the superintendent domain is available for school board members and is it required?	10. Training for board members is optional and may be provided by the superintendent, education service center (ESC), Texas Association of School Boards (TASB), Texas Association of School Administrators (TASA), etc. A Level III optional board training on the entire superintendent appraisal process may be available through ESCs.
11. What training is required for the principal domain?	11. A training session provided by education service centers is required for principals and their appraisers and has been available since June 1998. The training includes a detailed explanation of the rules, forms, and procedures for incorporating the domain into a local evaluation process.
12. We completed training and used the principal domain last year. How do we access the most current information and forms?	12. The most current information and forms can be accessed through your service center or the Region XIII ESC web site: <a href="http://www.esc13.net/statewide/admapp/index.html">www.esc13.net/statewide/admapp/index.html</a> .
13. When should the domain for principal appraisal be completed?	13. The completion date is a local decision and should be established in the district appraisal calendar and noted on the form. However, in case an intervention plan is needed, consideration should be given to establishing a completion date as soon as possible after receipt of the state testing results.
14. Have <i>State Standards</i> for the required intervention plan for principals been set?	14. No. Districts must establish local criteria to determine whether an intervention plan is warranted.
15. When should principals be held accountable for campus performance in special situations such as: (a) fast-growth districts where rezoning is a constant occurrence and student groups are in constant flux or (b) reassignment of a principal to another campus within the district at mid-year?	15. Accountability in special situations is a local district decision.
16. By law, an administrator's evaluation is confidential. Does the recommended domain violate this confidentiality by using public information contained in the AEIS report?	16. No. The appraisal document itself is confidential under TEC §21.355. The fact that it may contain other information which is public does not compromise the confidentiality of the appraisal itself, nor does it allow the AEIS data to be withheld.
17. Is there software available for the principal and superintendent domains?	17. Yes. The domain software is updated as appropriate to reflect changes in the state accountability system. Forms can be downloaded and printed as hard copy by going to the Administrator Development and Support area on the Region XIII ESC web site: <a href="http://www.esc13.net/statewide/admapp/index.html">www.esc13.net/statewide/admapp/index.html</a> and are available in an interactive format through the Region III ESC web site: <a href="http://www.esc3.net">www.esc3.net</a> .