



TEACHER EVALUATION EXPEDITED APPEALS FORM

DOE OHR 500-007

Last Revised: 04/29/2015

Former DOE Forms: N/A

DEPARTMENT OF EDUCATION
Office of Human Resources
Performance Management Section
P.O. Box 2360 Honolulu, HI 96804

EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I. (Employee ID# can be located on the front of the DOE ID Badge)

Address: _____

Phone: _____ Email: _____

School/Work Location: _____ Teacher Classification: Classroom Non-Classroom

I have received an annual overall rating of "Marginal" and I wish to appeal my rating. Pursuant to the collective bargaining agreement (CBA, Appendix VII), I have two grounds upon which I can file an appeal: 1) if the evaluation procedures were not properly applied and administered in accordance with the EES Manual, and/or 2) if there is not sufficient documentation to support the evaluation rating.

My reason for submission of appeal is (check all that apply):

- Evaluation procedures were not properly applied and administered (complete page #2-3):
- Insufficient documentation to support the evaluation rating (complete page #4):

Attached you will find documentation to support this appeal. This documentation must include copies of your summative rating, along with:

Basis for appeal	Evaluation procedures were not properly applied and administered (page #2)	Insufficient documentation to support the evaluation rating (page #3-4)
Documentation Required	<ul style="list-style-type: none"> What procedure as articulated in the EES Manual was violated? Include the page number(s). By whom? When? Describe any steps you took to remedy the issue or engage your administrator in resolving the issue. 	<ul style="list-style-type: none"> What evidence/documentation is in dispute? Related to which measure of the EES? Summarize the mistake or error in rating. Describe clearly and as briefly as possible. Describe any steps you took to remedy the issue or engage administrator in resolving the issue.

Teacher Signature: _____ Date: _____
MM/DD/YYYY

Office use only

Received by: _____ Date: _____
MM/DD/YYYY

Evaluation Procedures were not properly applied and administered:

1. What procedure as articulated in the EES Manual was violated? Include the page number(s), summary of citation, and by whom/when.

Page #s of EES Manual	Procedural Violation(s) Cited	By Whom/When

2. Please note any steps you took to remedy the issue or engage your administrator in resolving the issue.

Check if more pages are attached.

Insufficient documentation to support the evaluation rating:

1. Which measure of the EES is in dispute and what evidence/documentation do you have? Summarize the mistake or error in rating. Describe clearly and as briefly as possible.

EES Measure in Dispute	Evidence/Documentation	Provide Summary of Mistake or Error in Rating
Classroom Observation(s)		
Core Professionalism		
Working Portfolio or Formal Observation(s) (NCTs)		

Check if more pages are attached.

Insufficient documentation to support the evaluation rating (continued):

Hawaii Growth Model		
Student Learning Objective or School/System Improvement Objective (NCTs)		

2. Please note any steps you took to remedy the issue or engage your administrator in resolving the issue.

Check if more pages attached.