

**SECTION O**  
**EVALUATION – BY WHOM, HOW, WHEN**

**I. SELF**

- A. Long Term  
This should be a continuous evaluation where a teacher compares his/her goals with accomplishments.
  
- B. Immediate Performance  
The tape recorder, A-V recorder, etc should be used to enable the teacher to evaluate his/her present performance.

**II. ADMINISTRATOR**

- A. An evaluation sheet shall be used as a basis for discussion of teacher's long range intentions. Instructor will be given a copy. This shall be done a minimum of twice a year for new teachers, annually for experienced staff.
  
- B. The administration shall not establish any separate personal file which is not available for the teacher's inspection.
  
- C. A teacher may reply with a written response to those evaluation items with which he/she disagrees.
  
- D. Brief informal consultations may follow the evaluation.