

Ministry of Education

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MEMORANDUM TO: Directors of Education, District School Boards
Supervisory Officers/Secretary Treasurers, School Authorities
Chief Financial Officers/Business Supervisory Officers
Director, Provincial Schools Branch

FROM: Paul Anthony
Director, Teaching Policy and Standards Branch

DATE: February 13, 2012

SUBJECT: Update – Teacher Performance Appraisal

I am writing to inform you that our TPA Frequently Asked Questions has been updated on the Ministry's website to further clarify legislative requirements relating to the following:

1. Delegation of TPA Responsibilities
(sections 277.17 and 277.18 of the Education Act)

A principal may delegate TPA responsibilities to the vice-principal(s) employed at the same school; however, the ultimate responsibility for ensuring that all appraisals are carried out in accordance with provincial requirements remains with the school's principal. At any time, TPA responsibilities may also be undertaken by a supervisory officer assigned by the board. In exceptional circumstances, these responsibilities can be delegated to a supervisory officer from another board. Principals may not delegate TPA responsibilities to anyone else.

In exceptional circumstances, such as an extended leave of absence by the principal, appraisals may be conducted by the school's acting principal. However, the acting principal must be qualified as a principal or deemed to be qualified in accordance with the Education Act and regulations.

2. Deferral of Teacher Appraisals
(Ontario Regulation 99/02)

The principal must complete performance appraisals in accordance with the five-year appraisal cycle and the board must ensure that each teacher receives an appraisal during his or her evaluation year. The principal and/or board may not alter the five-year cycle to move an appraisal year forward or to extend it to the next year in order to accommodate principal workload or an imbalance in the distribution of teacher appraisals over the five-year cycle in a particular school.

There are instances, however, when periods of time are excluded from the evaluation cycle. Namely:

- A period during which the teacher does not teach at any time in a school governed by the board;
- A period when the teacher is on secondment to a non-teaching assignment;
- A period when the teacher is on secondment to a teaching assignment outside Ontario's publicly funded education system;
- A period during which a teacher is on an extended leave of absence approved by the board.

I invite you to view the TPA Frequently Asked Questions for more details at <http://www.edu.gov.on.ca/eng/teacher/appraise.html>.

Sincerely,

(original signed by)

Paul Anthony
Director, Teaching Policy and Standards Branch

c.

Designated TPA Superintendents

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