

## APPEAL PROCEDURES

- I. Appraisees have the right, at any time, to appeal alleged procedural violations and to submit rebuttals to observation report forms or other data included in the appraisal documentation. They also have the right to appeal the final appraisal reports. Upon request, the representative teacher organization may provide the following services:
  - A. Review data pertinent to the appraisal.
  - B. Advise the counsel appraisees regarding their rights and suggest possible courses of action.
  - C. Represent appraisees pursuing the appeal procedures.
- II. The steps in the appeal procedure are as follows:
  - A. Appraisees may request conferences with appraisers to clarify and/or question alleged violations of the process and the accuracy of data.
  - B. Appraisees may submit written rebuttals to documentation used in the appraisal process.
  - C. Issues which are not resolved with the appraisers to the appraisees' satisfaction may be appealed in writing to the appraisers' immediate superordinates.
  - D. If issues are not resolved satisfactorily in Step C, written appeals may be submitted to assistant superintendents.
  - E. If issues are not resolved satisfactorily at the assistant superintendent's level, written appeals may be submitted to the Superintendent.
  - F. Time periods for appeals and responses to appeals – Requests for conferences with the appraisers, written rebuttal statements and written appeals must be submitted within five working days from the date of the alleged violation or receipt of a written response from appraiser or other administrator. Appraisers or administrators to whom appeals are submitted shall respond in writing within five working days. Conferences concerning written appeals are conducted only upon invitation of administrators when additional clarification is needed.
  - G. When a formal grievance is filed regarding an appraisal issue which is being appealed, the grievance shall take precedence and the appeal shall be deferred temporarily pending resolution of the grievance.