Putnam/Northern Westchester Board of Cooperative Education Services

Evaluation Appeals Form

- Submit the signed and completed form to the evaluator and the Association President within five (5) school days of receiving the evaluation or TIP you are appealing.
- Please review the evaluation appeals process found in the collective bargaining agreement.

1. Evaluation Appeal Information

<table>
<thead>
<tr>
<th>Member's Name:</th>
<th>Member's Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member's Building:</td>
</tr>
<tr>
<td>Administrator's Name:</td>
<td>Administrator's Title:</td>
</tr>
<tr>
<td>Date of Evaluation:</td>
<td>Date Appeal Submitted:</td>
</tr>
</tbody>
</table>

2. Type of Appeal (check box that applies)
   If you are appealing more than one evaluation category, use additional forms.
   - ☐ Procedural Appeal (complete 3a)
   - ☐ Substantive Appeal (complete 3b)

3. Appeals Information
   a. Procedural Appeal
      Explanation of why member believes the observation process was not adhered to. Please include APPR procedural language that member believes was violated.
      
      Click here to enter text.

   b. Substantive Appeal
      The domain being appealed is:
      - ☐ Planning and Preparation  ☐ The Classroom Environment
      - ☐ Instruction  ☐ Professional Responsibilities

      Rating being appealed:
      - ☐ Developing  ☐ Ineffective

      What do you think the rating should have been?
      - ☐ Highly Effective  ☐ Effective  ☐ Developing

      Explain why you believe the evaluation should be reviewed:
      
      Click here to enter text.

Attach the observation(s) being appealed and any supporting documentation.