

Option PROSE Overview:

- **Option PROSE** is an additional option for all teachers in PROSE schools that voted for it on their PROSE ballots. Teachers cannot be required to select it. All teachers in Option PROSE schools should notify their principal or suitable administrator at or before their initial planning conference (IPC) whether they intend to select Option PROSE. The administrator should select observation option PROSE and then print IPC forms in the Advance Web Application.
- Teachers in PROSE schools who elect to use observation option PROSE on as the process by which they will be observed and evaluated will have the following performed throughout the year:
 - **Evaluation by a principal or other school-based trained administrator:** Minimum of two (2) informal classroom observations lasting a minimum of 15 minutes each (both *may* be unannounced, but one *must* be unannounced); and
 - A **Structured Review** that includes a Mid-Year Check-In conference to discuss how the teacher is progressing with the implementation of the Structured Review Plan (SRP).

Steps of the Structured Review Process:

1. For teachers selecting Option PROSE the area of focus will be proposed by the teacher and discussed with the evaluator at the Initial Planning Conference (IPC) which is to be held **no later than October 29, 2021**.
2. By **November 12th**, the teacher will create and submit a Structured Review Plan (SRP) to the evaluator. The SRP will identify: (1) the specific area of focus; (2) the teacher's purpose in focusing on this area; (3) the activities the teacher will undertake that align with their purpose and area of focus; (4) at least 3 components of the NYC MOTP Rubric upon which the teacher's work shall be evaluated based on items discussed and presented at the structured review.
3. The SRP is submitted to the evaluator who must either request changes or approve the plan by **November 22nd**. The SRP can be entered in the Advance Web Application and then printed for the evaluator and teacher to both sign by **November 29th**, indicating that the plan has been approved. (The final signed form can be uploaded, if the school chooses, to the Advance Web Application). If the SRP is not co-signed by this date, the teacher shall be observed and evaluated under their assigned observation type.
4. Teachers and evaluators participate in a mid-year check-in between **January 3 and February 11, 2022**, to discuss how the implementation of the plan is progressing.
5. Between **April 29 and June 24, 2022**, the teacher and evaluator will participate in a face-to-face "Structured Review" to discuss the teacher's overall experience with each part of the plan, as well as to review teacher-selected documentation that they have gathered or created during the implementation of the plan. Using the Structured Review Evaluator Form, the evaluator will score the teacher-selected documentation discussed on all components of the NYC MOTP Rubric that are included in the SRP, as well as all other components of the NYC MOTP Rubric for which there is evidence.

Other Notes:

- Additional attendees may be present at the IPC, Mid-Year Check-in, Structured Review and summative end of year conference with mutual consent of the teacher and the evaluator.
- The Structured Review and the summative end of year conference can be conducted at the same time, if there is mutual consent between the teacher and the evaluator.

Final Scoring:

All NYC MOTP Rubric components that are included in the SRP, as well as all other components on the NYC MOTP Rubric for which there is evidence in the Structured Review will be weighted equally and averaged to create a Structured Review Score on a scale from 1-4.

An overall MOTP score, on a scale of 1-4, shall be the basis for the Teacher Observation Category component, and is the weighted average of the overall observation score and the structured review score with the following weights applied: The overall observation score will be weighted at 60% and the structured review score at 40%. In situations where impartial Independent Trained Evaluators ("Independent Evaluators"), is required by the UFT-DOE citywide negotiated contract, the independent evaluator shall be combined with the MOTP score, with the independent evaluator having a weight of 10% and the MOTP score counting for 90%. These will then be converted to the associated MOTP HEDI rating.