Teacher Appraisal System

1. In 2006/07, the school amended the conventional appraisal system. After trying it out for one year, the experience so derived was summarized. Upon further amendment, the system is going to be implemented officially in 2007/08.

2. Staff Affairs Committee is in charge of the management of all affairs related to Teacher Appraisal.

3. Teacher appraisal is conducted annually. The appraisal arrangement of each year is released by the end of September. Appraisal work together with the submission of a filled-out appraisal form should be completed by the end of April. Upon the endorsement of the Principal, the form is transferred to the Headquarters. A review is conducted in June.

4. Reference may be made to the appraisal form as regards to the scope of teacher appraisal.

5. The appraisal procedure comprises of: ad hoc meeting → collection of information related to the appraisal → self-evaluation and external review → appraisal discussion → completion of appraisal form

6. The principles of pairing an appraiser with the appraised are as follows:
   - Appraisal Strata: Principal→Vice Principal→Head of Department→Head of Learning Area→Related Teacher
   - With regard to ranking and seniority (e.g., Senior Graduate Teacher, Member of Administration Committee, etc.), the principle of “appointing an appraiser from a higher rank” is adopted, and the arrangement for individual teachers may be made according to circumstances.
   - The Principal, Vice Principal, Heads of Department/Education Committee and Head of Staff Affairs Committee assume the role of principal appraisers.

7. Individual appraisal files are opened to store the related information. These files are confidential. They may only be accessed for reading by the appraisee and persons authorized by the Principal

8. In the case of the appraisee disapproving the appraisal results, one may first of all reflect the case to the endorser. If no effect is so resulted, one may appeal to the Principal in written or verbal form. The school will set up a special panel to follow up the appeal.

9. If the endorser does not consent to the outcome of the appraisal, he/she should first of all negotiate with the appraiser to reach a consensus. In the case of a failure to reach a consensus, the endorser should the appraisal form and made a remark of his/her dissent on the form.

10. Upon the Principal's signature on the appraisal form, the form will become an official document.