

Best Practice: How to use a Promotion Score Chart

It is recommended candidates are assessed against the criteria for promotion using a score chart, to ensure fairness and objectivity, particularly if there is more than one candidate. Information from the latest Performance Appraisal and Teacher Portfolio should be transferred to the Promotion Score Card. For a teacher to be eligible for promotion the minimum years of service and qualifications will always apply.

[*Download Promotion Score Sheet.*](#)

SAMPLE PROMOTION SCORE CHART

| Criteria for Promotion | 5 | 4 | 3 | 2 | 1 | Comments & detailing |
|--|---|---|------------------------|---|---|----------------------|
| 1. Seniority and experience | | | | | | |
| 2. Records of attendance & punctuality | | | | | | |
| 3. Academic & professional qualifications | | | | | | |
| 4. Successful participation in CPD Recorded in Teacher's Portfolio | | | | | | |
| 5. Demonstrated managerial and supervisory skills | | | | | | |
| 6. Demonstrated knowledge | | | | | | |
| 7. Demonstrated teaching skills | | | | | | |
| 8. Engagement in extra-curricular activities | | | | | | |
| 9. Engagement with parents & community | | | | | | |
| 10. Adherence to Code of Conduct | | | | | | |
| 11. Special contribution of excellence to teaching profession, society or school | | | | | | |
| General comments and rationale for promotion: | | | | | | |
| | | | | | | |
| School Leader: date and signature | | | TSC date and signature | | | |
| | | | | | | |

Adapted from Armstrong, 2005, p. 501

A major breach of Code of Conduct will automatically bar promotion for the next 3 years

rating scale:

- 5 Outstanding (distinguished teacher)
- 4 Highly accomplished
- 3 Proficient
- 2 Developing
- 1 Improvable

NOTE: This is a sample form based on best practice and may be used by School Leaders, and SMC and BoG members to assess teachers for promotion.

