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|  |
| **INSTRUCTOR’S NAME:** | **TERM AND YEAR:** |
| **PROGRAM NAME:** |
| **COURSE NAME AND NUMBER:** |
| **EVALUATOR’S NAME:** | **DATE OF ASSESSMENT:** |
| **LEVELS OF PERFORMANCE** Provide an assessment for each of the appropriate performance factors using the following scale:**1. Superior Performance** (consistently exceeds expectations)**2. Solid Performance** (consistently meets expectations)**3. Needs improvement** (does not always meet expectations; further coaching/training/development required) **4. Unsatisfactory** (consistently does not meet expectations) |
|  |
| **ORGANIZATION AND PREPARATION** | **1** | **2** | **3** | **4** | **SPECIFIC COMMENTS** |
| 1. Demonstrates sufficient knowledge of subject matter
 |  |  |  |  |  |
| 1. Well prepared and presents material in a well-organized manner
 |  |  |  |  |  |
| 1. Plans effective lessons based on student needs and course curriculum
 |  |  |  |  |  |
| 1. Uses classroom time appropriately
 |  |  |  |  |  |
| 1. Is familiar with Nexus and able to use its features effectively
 |  |  |  |  |  |
|  |
| **TEACHING SKILLS, METHODS AND MATERIALS** | **1** | **2** | **3** | **4** | **SPECIFIC COMMENTS** |
| 1. Lecture/presentation demonstrates professional competence
 |  |  |  |  |  |
| 1. Demonstrates appropriate and effective teaching methods
 |  |  |  |  |  |
| 1. Creates a safe environment for learning
 |  |  |  |  |  |
| 1. Uses appropriate teaching materials to supplement learning
 |  |  |  |  |  |
| 1. Provides sufficient opportunity for students to practice new skills
 |  |  |  |  |  |
| 1. Adjusts teaching style to meet students’ needs
 |  |  |  |  |  |
|  |
| **COMMUNICATION AND INTERACTION** | **1** | **2** | **3** | **4** | **SPECIFIC COMMENTS** |
| 1. Exhibits a positive, enthusiastic attitude
 |  |  |  |  |  |
| 1. Expresses ideas clearly with understandable enunciation
 |  |  |  |  |  |
| 1. Shares class/course objectives with students
 |  |  |  |  |  |
| 1. Promotes student participation; encourages student inquiry/class discussion
 |  |  |  |  |  |
| 1. Responds to student questions and incorporates feedback.
 |  |  |  |  |  |
| 1. Accessible to students outside of the classroom
 |  |  |  |  |  |
| 1. Demonstrates intercultural sensitivity and awareness.
 |  |  |  |  |  |
| 1. Able to manage classes effectively and resolve minor conflicts fairly
 |  |  |  |  |  |
|  |
| **ASSESSMENT AND FEEDBACK** | **1** | **2** | **3** | **4** | **SPECIFIC COMMENTS** |
| 1. Uses fair, appropriate and eclectic assessment methods
 |  |  |  |  |  |
| 1. Sufficient number of activities, tasks and assignments
 |  |  |  |  |  |
| 1. Activities, tasks and assignments are purposeful
 |  |  |  |  |  |
| 1. Provides effective, ongoing and timely feedback both formally and informally
 |  |  |  |  |  |
|  |
| **GENERAL AND ADMINISTRATION** | **1** | **2** | **3** | **4** | **SPECIFIC COMMENTS** |
| 1. Adheres to University policies, and English Language Program procedures
 |  |  |  |  |  |
| 1. Prompt and accurate in completion and submission of required reports, forms and grades
 |  |  |  |  |  |
| 1. Punctual and attends all classes
 |  |  |  |  |  |
| 1. Demonstrates collegiality and interest in developing professionally
 |  |  |  |  |  |

**OVERALL EVALUATION**

 [ ] Satisfactory Performance

 [ ] Unsatisfactory Performance

NOTE: If unsatisfactory performance is indicated, please provide specific recommendations in comments section below on how to strengthen/improve areas of weakness.

**EVALUATOR's Comments:**

**Signature: Date:**

**INSTRUCTOR's Comments:**

**Signature: Date:**

**If you have earned the Right of First Refusal (RofFR), please complete the following:**

|  |  |  |
| --- | --- | --- |
| Course Name | Course Number | Teaching Availability for  |
|  |  |  |
|  |
|  |