|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | |
| **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 |
|  |  |  |
|  |
|  |