**SAMARA UNIVERSITY**

**INSTRUCTORS’ PERFORMANCE EVALUATION QUESTIONNAIRE**

**(To be completed by Colleagues)**

Name of Instructor/Colleague to be Evaluated ------------------------- Department -------------------

Academic year 200------------ Semester-------------- Date----------------------

Instruction1: Indicate the performance of your colleague by circling one of the options against each statement

1= very low (VL) 2=Low (L) 3= Average (A) 4= High (H); 5= Very High (VH) ‘Not Applicable’

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Evaluation Criteria | Scale | | | | | |
| VH | H | A | L | VL | NA |
| **Core Competency: Subject matter** | | | | | | | |
| 1 | Contribution in preparing and searching for teaching materials | 5 | 4 | 3 | 2 | 1 | NA |
| 2 | Continuous update of the subject matter knowledge | 5 | 4 | 3 | 2 | 1 | NA |
| 3 | Attending seminars organized by the department/faculty/ institution | 5 | 4 | 3 | 2 | 1 | NA |
| 4 | Level of his subject matter knowledge | 5 | 4 | 3 | 2 | 1 | NA |
| **Core Competency: Research and Community Services** | | | | | | | |
| 5 | Willingness and level of engagement in community service activities | 5 | 4 | 3 | 2 | 1 | NA |
| 6 | Presenting paper(s) seminars at department or faculty level during the year | 5 | 4 | 3 | 2 | 1 | NA |
| 7 | Identifying priority areas in one’s discipline and pursuing research in that area | 5 | 4 | 3 | 2 | 1 | NA |
| 8 | Willingness to prepare research projects with other colleagues | 5 | 4 | 3 | 2 | 1 | NA |
| 9 | Willingness to help less experienced colleagues in identifying areas of research and developing proposal |  |  |  |  |  |  |
| **Professional Competence** | | | | | | | |
| 10 | Level of advisory role to students | 5 | 4 | 3 | 2 | 1 | NA |
| 11 | Contributing ideas and activities that improve the teaching learning process. | 5 | 4 | 3 | 2 | 1 | NA |
| 12 | Contributing to the identification of problems in the department and helping in finding solution to them | 5 | 4 | 3 | 2 | 1 | NA |
| 13 | Level of use BSC format to plan and acting accordingly | 5 | 4 | 3 | 2 | 1 | NA |
| 14 | Willing to actively participate in one to five grouping activities | 5 | 4 | 3 | 2 | 1 | NA |
| 15 | Continuous update of teaching methods in his discipline. | 5 | 4 | 3 | 2 | 1 | NA |
| 16 | His ability to evaluate and improve peer exams | 5 | 4 | 3 | 2 | 1 | NA |
| **Ethical Competence** | | | | | | | |
| 17 | Willingness to participate and level of commitment in committee works | 5 | 4 | 3 | 2 | 1 | NA |
| 18 | Participating actively in departmental/faculty/ institute meetings | 5 | 4 | 3 | 2 | 1 | NA |
| 19 | Willingness to share university resources with other colleagues | 5 | 4 | 3 | 2 | 1 | NA |
| 20 | Showing cordiality to others | 5 | 4 | 3 | 2 | 1 | NA |
| 21 | Being a person one can easily approach | 5 | 4 | 3 | 2 | 1 | NA |
| 22 | Having positive attitude to work with others | 5 | 4 | 3 | 2 | 1 | NA |
| 23 | Respecting ideas of others | 5 | 4 | 3 | 2 | 1 | NA |
| 24 | Level of respect to rules and guidelines of the institution | 5 | 4 | 3 | 2 | 1 | NA |
| 25 | His/her discipline | 5 | 4 | 3 | 2 | 1 | NA |
| **Time Management** | | | | | | | |
| 26 | Availability in his/her office. | 5 | 4 | 3 | 2 | 1 | NA |
| 27 | Time management in department meetings | 5 | 4 | 3 | 2 | 1 | NA |
| 28 | Time utilization of consultation hours | 5 | 4 | 3 | 2 | 1 | NA |

Overall assessment of the colleague

Strengths of the Instructor?

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Suggested points/aspects the instructor should improve.

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