**SAMARA UNIVERSITY**

**INSTRUCTORS PERFORMANCE EVALUATION QUESTIONNAIRE**

***(TO BE COMPLETED BY THE DEPARTMENT CHAIRPERSON)***

Name of Instructor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_

Academic Year 200.../200\_\_\_\_\_\_\_\_\_\_\_\_ Semester\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instruction I: Indicate the performance of the instructor 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)** NA “Not Applicable”

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | 1. **Evaluation Criteria** | **Scale** | | | | | |
| **VH** | **H** | **A** | **L** | **VL** | **NA** |
| **Core Competency** | | | | | | | |
| **1** | Efforts of self development in his/her specialization | 5 | 4 | 3 | 2 | 1 | NA |
| **2** | Adequacy of subject matter knowledge | 5 | 4 | 3 | 2 | 1 | NA |
| **3** | Willingness to accept additional teaching assignments when compelling situation arises in the department | 5 | 4 | 3 | 2 | 1 | NA |
| **4** | Willingness to accept related assignments other than regular teaching in the department (mentorship…) | 5 | 4 | 3 | 2 | 1 | NA |
| **5** | Effectiveness as mentor | 5 | 4 | 3 | 2 | 1 | NA |
| **6** | Contributing ideas and activities that improve the teaching process | 5 | 4 | 3 | 2 | 1 | NA |
| **7** | Participation in community efforts for development | 5 | 4 | 3 | 2 | 1 | NA |
| **8** | Participating actively in seminars | 5 | 4 | 3 | 2 | 1 | NA |
| **9** | Attending seminars organized by the department or faculty/the University at large | 5 | 4 | 3 | 2 | 1 | NA |
| **10** | Presenting paper (s) at department or faculty level during the year | 5 | 4 | 3 | 2 | 1 | NA |
| **11** | Identifying priority areas in one’s discipline and pursuing research in that area | 5 | 4 | 3 | 2 | 1 | NA |
| **12** | Ability to execute research project | 5 | 4 | 3 | 2 | 1 | NA |
| **13** | Performance as an academic advisor | 5 | 4 | 3 | 2 | 1 | NA |
| **14** | Advising on essay/Thesis/ | 5 | 4 | 3 | 2 | 1 | NA |
| **Professional Competence** | | | | | | | |
| **15** | Contributing to the identification of problems of the faculty/the University at large | 5 | 4 | 3 | 2 | 1 | NA |
| **16** | Continuous assessment implementation | 5 | 4 | 3 | 2 | 1 | NA |
| **17** | Contributing to the identification of problems in the department and helping in finding solution to them | 5 | 4 | 3 | 2 | 1 | NA |
| **18** | Participating actively in departmental/Faculty meeting | 5 | 4 | 3 | 2 | 1 | NA |
| **19** | Support/tutorial activities designed for the students and reported | 5 | 4 | 3 | 2 | 1 | NA |
| **20** | Preparation of teaching materials | 5 | 4 | 3 | 2 | 1 | NA |
| **21** | Upgrading of teaching materials | 5 | 4 | 3 | 2 | 1 | NA |
| **Time Management** | | | | | | | |
| **22** | Availability on campus for assigned classes/invigilation | 5 | 4 | 3 | 2 | 1 | NA |
| **23** | Availability on campus for consultation | 5 | 4 | 3 | 2 | 1 | NA |
| **24** | Willingness to share University resources with other colleagues | 5 | 4 | 3 | 2 | 1 | NA |
| **25** | Timely feedback to the students and reported to Head, | 5 | 4 | 3 | 2 | 1 | NA |
| **26** | Meeting deadlines ( in reporting, SIMS result feeding, submission of documents..etc…) | 5 | 4 | 3 | 2 | 1 | NA |
| **Ethical Competence** | | | | | | | |
| **27** | Having positive attitude to work with others | 5 | 4 | 3 | 2 | 1 | NA |
| **28** | Showing concern for the use of resources of the department and the University at large | 5 | 4 | 3 | 2 | 1 | NA |
| **29** | Willingness to accept committee works or other assignments outside of the department but within the University | 5 | 4 | 3 | 2 | 1 | NA |
| **30** | Active participation in committee once assigned | 5 | 4 | 3 | 2 | 1 | NA |
| **31** | Willingness to take assignments outside the University in his area of specialization | 5 | 4 | 3 | 2 | 1 | NA |
| **32** | His/her professional dressing ( hair style, clothes…) | 5 | 4 | 3 | 2 | 1 | NA |

**General comments about the instructor**

Strengths of the instructor?

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Suggested points/aspects the instructor should improve.

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