St. Bonaventure College and High School

Annual Self-appraisal Form for a Subject Panel Chairperson (Form C)

Part A: LIAISON		Panel Chairperson's Self-evaluation (please ☑ the appropriate box below)			Superior's Evaluation (please ☑ the appropriate box below)		
		Achieved	Partly achieved	NOT achieved	Achieved	Partly achieved	NOT achieved
1.	to participate in school administration						
2.	to co-ordinate his/her panel members as a team						
3.	to contact and co-operate with other departments						

Part B: DURING PANEL MEETINGS		Achieved	Partly achieved	NOT achieved	Achieved	Partly achieved	NOT achieved
1.	work out the Annual Plan and departmental budget and submit them to the Principal on time						
2.	set teaching guidelines and instructions to subject panel members						
3.	assign setters and markers of the subject for internal examinations						
4.	work out the textbooks and reference book list for the coming academic year						
5.	decide on reference books to be recommended to the School Librarian						
6.	evaluate and take appropriate measures in regard to students' performance in internal and external examinations						
7.	keep panel members informed of the latest news from the School, the EDB and other sources of education about all subject matters						
8.	evaluate the Annual Plan and submit the annual report						

C. TEACHERS' TRAINING & DEVELOPMENT		Achieved	Partly achieved	NOT achieved	Achieved	Partly achieved	NOT achieved
1.	to arrange his/her panel members to participate in seminars, professional studies, or training						
2.	to organize class visits and demonstration lessons for teachers and technicians of his/her department as instructed by the Academic Committee						
3.	to arrange student questionnaires, self-appraisal, superior's appraisal and appraisal interviews each year for making improvements in teaching						

D. SUPERVISION OF DEPARTMENTAL WORK		Achieved	Partly achieved	NOT achieved	Achieved	Partly achieved	NOT achieved
1.	to assure the quality of teaching & learning						
2.	to check and moderate a Homework and Test Summary (家課及測驗總表) set by subject teachers at the end of September for distribution to all classes						
3.	to evaluate the Homework and Test policy at the end of each academic year						

Part D. SUPERVISION OF DEPARTMENTAL WORK (continued)		Panel Chairperson's Self-evaluation (please ☑ the appropriate box below)			Superior's Evaluation (please ☑ the appropriate box below)		
		Achieved	Partly achieved	NOT achieved	Achieved	Partly achieved	NOT achieved
4.	to supervise and inspect student assignments given by subject teachers. An *inspection report* should be submitted to the Principal at the end of each academic term						
5.	to check and approve master pieces submitted by his/her panel members for off-set printing/ photocopying						
6.	to up-keep an inventory and the loan register of the department, such as A.V.A. materials and teaching aids, etc.						
7.	to manage and keep specific rooms (if any) in proper order						
8.	to assist and supervise teachers and students in organizing extra-curricular activities related to his/her subject						
9.	to ensure examination papers' quality prior to any internal examinations or mid-term tests						
10.	to help panel members select articles for bulletin board display						
11.	to implement the Departmental Manual to be distributed to all teachers of the subject panel						

Part E. CURRICULUM DEVELOPMENT	Achieved	Partly achieved	NOT achieved	Achieved	Partly achieved	NOT achieved
to tailor the curriculum to meet students' need and ability.						

Part F:

Working Attitude									
Self-evaluation Rate					Superior's Evaluation Rate				
1	2	3	4	5	1	2	3	4	5
← Poor		Excellent →			← Poor		Excellent →		
Remarks:					Remarks:				

Part G:

Working Effectiveness & Contribution									
Self-evaluation Rate					**Superior's Evaluation Rate**				
1	2	3	4	5	1	2	3	4	5
← Poor			Excellent →		← Poor			Excellent →	
Remarks:					Remarks:				

SUBJECT PANEL / DEPARTMENT :

Signature of Subject Panel Chairperson :

Name : _____

Date : _____

Signature of Superior :

Name : _____

Date : _____