

Promotion of student participation	<input type="checkbox"/>					
Stimulation of interest and independent thought	<input type="checkbox"/>					

Additional Comments:

3. **AVAILABILITY TO STUDENTS** -Consider how the lecturer/instructor was approachable and sufficiently available to students by evaluating the following criteria:

	Always Exceeds	Sometimes Exceeds	Meets	Sometimes Does Not Meet	Does Not Meet	Not Applicable
	Job Requirements	Or Not Observed				
Accessible to students outside of classroom during scheduled consultation periods	<input type="checkbox"/>					
Able to answer students' questions	<input type="checkbox"/>					
Helpful to students with difficulties	<input type="checkbox"/>					

Additional Comments:

4. **TESTING AND EVALUATION** -Consider the quality of testing and assessment techniques by evaluating the following criteria:

	Always Exceeds	Sometimes Exceeds	Meets	Sometimes Does Not Meet	Does Not Meet	Not Applicable
	Job Requirements	Or Not Observed				
Fair and appropriate evaluation methods	<input type="checkbox"/>					
Effective feedback on graded material	<input type="checkbox"/>					
Assignments contribute to learning	<input type="checkbox"/>					
Sufficient number of assignments and tests	<input type="checkbox"/>					
Timely feedback of graded material	<input type="checkbox"/>					

Additional Comments:

5. **ADMINISTRATION** - Consider how the lecturer/instructor observed applicable University standards by evaluating the following criteria:

	Always Exceeds	Sometimes Exceeds	Meets	Sometimes Does Not Meet	Does Not Meet	Not Applicable
	Job Requirements	Or Not Observed				
Adheres to University policy and rules of conduct	<input type="checkbox"/>					
Adheres to Departmental procedures and regulations for attendance, marking, etc.	<input type="checkbox"/>					
Additional Comments:	<hr/> <hr/> <hr/>					

6. **SUMMARY**

	Meets	Does Not Meet
	Job Requirements	Job Requirements
Evaluate the overall acceptability of the employee's performance:	<input type="checkbox"/>	<input type="checkbox"/>

Summary Comments:

The signatories to this evaluation acknowledge a discussion with respect to this evaluation took place on _____ (date).

Employee's Signature: _____ Date: _____

Performance Evaluator: _____ Date: _____

Reviewed by Department Head or Employment Supervisor: _____ Date: _____

AN EMPLOYEE MAY ADD ADDITIONAL WRITTEN COMMENTS WHICH SHALL BE ATTACHED TO THIS EVALUATION. WRITTEN PERFORMANCE EVALUATIONS SHALL BE INCLUDED IN THE EMPLOYEE'S EMPLOYMENT FILE MAINTAINED BY THE HUMAN RESOURCES DEPARTMENT.