**Teacher Performance Appraisal Sample**

**Instructor Information**

* **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **School/Institution:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Department/Grade Level:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Evaluation Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Performance Rating**

| **Rating Scale** | **Definition** |
| --- | --- |
| **5 - Excellent** | Far exceeds expectations in all areas |
| **4 - Very Good** | Exceeds expectations in most areas |
| **3 - Satisfactory** | Meets expectations in all areas |
| **2 - Needs Improvement** | Meets some but not all expectations |
| **1 - Unsatisfactory** | Does not meet expectations |

**Evaluator's Comments**

* **Strengths:**
* **Areas for Improvement:**
* **Overall Rating:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Recommendations for Professional Development:**

**Instructor's Comments**

* **Feedback on Appraisal:**

**Signatures**

* **Evaluator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_
* **Teacher:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**: \_\_\_\_\_\_\_\_\_\_\_

**Instructions for Completion**

* This form should be completed by the evaluator and reviewed with the teacher at the end of the evaluation period.
* Both the evaluator and the teacher should sign the form to acknowledge the appraisal has been discussed.
* Additional documentation supporting the evaluation may be attached.
* Please return the completed form to the school administration office by [insert due date].

This template provides a comprehensive structure for assessing teacher performance, focusing on key areas essential to effective teaching and professional development. It can be customized to suit different educational settings and specific appraisal requirements.