

EVALUATION BY HEAD OF THE DEPARTMENT/PEER EVALUATION --- 2014—2015

Name of the Evaluating Staff: _____

Department: _____

Designation: _____

No. of years of experience _____

Please write your ranking (5 / 4 / 3 / 2 / 1) in the corresponding box of each staff against each statement. Please write the name of the staff in the column.

5 - EXCELLENT	4 - VERY GOOD	3 - GOOD	2 - AVERAGE	1 - BELOW AVERAGE
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No.	STATEMENTS	STAFF 1 NAME:	STAFF 2 NAME:	STAFF 3 NAME:	STAFF 4 NAME:
1.	SUBJECT / CONTENT OF TEACHING (Shows good command and knowledge of subject matter)				
2.	ORGANIZATION OF TEACHING-LEARNING (Organization of subject matters; methods of presentation, evidence of preparation; thoroughness; clear objectives; emphasis and summary of main points)				
3.	HANDLING STUDENTS (Holding interest of students; commanding their respect; fairness and impartiality; encouragement of participation; imagination)				
4.	TEACHING METHODS (Use of teaching aids, variety; balance; innovations and creative methods of teaching, convinced of the new pedagogy)				
5.	PRESENTATION (Delivery; content, clarity and precision; use of English)				

6.	MANAGEMENT (Attention to classroom routine; time management; leadership ability; discipline and control)				
7.	SENSITIVITY (Exhibits sensitivity to students' personal culture and gender differences, in a non-threatening learning environment)				
8.	ACCOMPANYING STUDENTS (Assists students with academic problems and provides proper counseling and guidance)				
9.	PERSONAL (Evidence of self-confidence; appearance, conduct)				
10.	COMMITMENT (Seeks out opportunities to enhance content knowledge and teaching skills, making efforts towards improvement; employing a fully effective system for managing paperwork and meeting timelines)				
11.	PUNCTUALITY (Goes to class at scheduled time, submits reports on time)				
12.	CO-OPERATION WITH OTHER STAFF: Maintaining very good working relationship with both teaching and non-teaching staff				

Date:

Signature