



UNIVERSITY OF ENVIRONMENT AND SUSTAINABLE DEVELOPMENT

OFFICE OF THE REGISTRAR (HR DIVISION)

GENERAL TEACHING EVALUATION FORM (To be completed by HoD)

Name of Lecturer:

Academic Year:

S/N	Variables	SCORE				Score
		Exceptional/ Outstanding	Good Performance	Average Performance	Below Average Performance	
1	Lecture/Teaching load					
2	Preparation of lecture material (lecture notes, hand-outs, PowerPoint slides).					
3	Quality of examination questions and Marking Schemes.					
4	Punctuality in setting examination questions and marking of examination scripts.					
5	Supervision of project works and theses of undergraduate and postgraduate students.					
6	Regularity and punctuality at lectures evidenced in students Assessment of teaching and courses.					
7	Provision of learning experience for students e.g. Practical, field trip					
8	Ability to complete the syllabus on schedule.					
9	Comments of external examiners and					

	moderators on applicant's examination and marking scheme.					
10	Student's reaction to/and assessment of applicants teaching and supervision.					
	TOTAL SCORE					
	MAXIMUM TOTAL SCORE					

In addition to the above, kindly provide a general assessment of the applicant's Teaching Dossier and make recommendations for improvement.

Name of Assessor: _____

Rank of Assessor: _____

Signature of Assessor: _____ Date: _____

For the purpose of clarity, a critical assessment of each of the factors with justification and evidence as shown below:

A. 15 points shall be awarded for excellent performance under 1-5 above.

- ✓ 10 points shall be awarded for good performance.
- ✓ 8 points shall be awarded for average performance.
- ✓ 6 points shall be awarded for below average performance.

B. 10 points shall be awarded for excellent performance under 6 – 10 above.

- ✓ 7 points shall be awarded for good performance.
- ✓ 5 points shall be awarded for average performance.
- ✓ 3 points shall be awarded for below average performance.

Marks	Grade	Remarks
80 – 100%	A	High
60 – 79%	B	Good
40 – 59%	C	Adequate
Below 40%	D	Inadequate

*A guide for grading from the promotion manual