****

**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