**TEACHING EXCELLENCE AWARD FOR FACULTY MEMBERS**

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| **Part I: Personal Information** | | | |
| **Name :** …………………………………………………………………………………….………… **ID No :** ………………………… **Department:** …………………………….  **Job Title :** …………………………………………………………………………………….………… **Subject / Discipline :** ……………………………….……………………..  **Other Assignments : Course Director BS Coordinator Co-op Coordinator**  **SIS Coordinator SP Coordinator** | | | |
| **Part II: Committees** | | | |
| **Sr.#** | **Committee Title** | **Chairman** | **Member** |
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| **Part III: Assessment** | | | | |
| **Description** | **Above Standard** | **Standard** | **Below Standard** | **Poor** |
| **4** | **3** | **2** | **1** |
| 1. **Preliminaries** | | | | |
| 1. Appearance is neat and appropriate to the class session. |  |  |  |  |
| 1. Arranges teaching location appropriately and keeps it neat and clean. |  |  |  |  |
| 1. Accurately records attendance/ punctuality of students |  |  |  |  |
| 1. Ensures that all students wear the proper uniforms. |  |  |  |  |
| 1. Ensures that all students have their text books and all materials needed. |  |  |  |  |
| 1. **Preparation** | | | | |
| 1. Maintains course semester plan |  |  |  |  |
| 1. Complies with the class pacing schedule. |  |  |  |  |
| 1. Provides and arranges all required training materials and aids. |  |  |  |  |
| 1. Prepares lesson plan |  |  |  |  |
| 1. Is fully aware of curriculum and has knowledge/command of subject. |  |  |  |  |
| 1. Is conversant with job knowledge, and procedures regarding his assignment |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **Description** | **Above Standard** | **Standard** | **Below Standard** | **Poor** |
| **4** | **3** | **2** | **1** |
| 1. **Motivation** | | | | |
| 1. Makes every effort to motivate students (i.e. elicits lively participation, attracts students’ attention etc…) |  |  |  |  |
| 1. Does his utmost to make the class very interesting |  |  |  |  |
| 1. **Standards of Conduct** | | | | |
| 1. Sets and maintains appropriate standard of behavior. |  |  |  |  |
| 1. Maintains discipline in class. |  |  |  |  |
| 1. Maintains appropriate safety standards and corrects safety behavioral problems. |  |  |  |  |
| 1. **Presentation & Demonstration** | | | | |
| 1. Speaks English in understandable terms. |  |  |  |  |
| 1. Delivers information at appropriate pace and uses related examples. |  |  |  |  |
| 1. Keeps eye contact with the students during the lecture. |  |  |  |  |
| 1. Follows good pedagogical techniques/approaches. |  |  |  |  |
| 1. Gives clear & understandable instructions, directions and explanations. |  |  |  |  |
| 1. Listens and responds appropriately to students questions & encourages all students to participate. |  |  |  |  |
| 1. States questions clearly. |  |  |  |  |
| 1. Shows mastery of instructional content. |  |  |  |  |
| 1. Controls and manages classroom well. |  |  |  |  |
| 1. Makes appropriate emphasis/repetition for the needed elements. |  |  |  |  |
| 1. Observes all students in the class and gives equal chance in participation/questions. |  |  |  |  |
| 1. Identifies and helps slow learners and conducts remedial training for them. |  |  |  |  |
| 1. Ensures that instruction conforms to the lesson plan. |  |  |  |  |
| 1. **Securing Learning Success** | | | | |
| 1. Makes lesson summary at the end of the session. |  |  |  |  |
| 1. Asks students to do some exercises/practices at the end of the session to ensure that they have understood the subject. |  |  |  |  |
| 1. Asks students to do some activities (i.e. team/pair work, speech, teaching, asking questions etc). |  |  |  |  |
| 1. Requests students to do homework/assignments outside the class. |  |  |  |  |

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| **Description** | **Exceed Standard** | **Standard** | | **Below Standard** | | **Poor** | |
| **4** | **3** | | **2** | | **1** | |
| 1. **Student Assessment** | | | | | | | |
| 1. Ability in writing test materials |  | |  | |  | |  |
| 1. Assessment skills |  | |  | |  | |  |
| 1. Conduct of Exam inside the classroom/lab. |  | |  | |  | |  |
| 1. **College Proctoring** | | | | | | | |
| 1. Punctuality in exam halls scheduled by the Deputy’s Office. |  | |  | |  | |  |
| 1. Organization inside the above exam halls (i.e. distribution of students, checking ID cards, exam roster, etc.) |  | |  | |  | |  |
| 1. Compliance with exam rules. |  | |  | |  | |  |
| 1. **Observation/Inspection** | | | | | | | |
| 1. Observation & inspection done by the Deputy’s Office. |  | |  | |  | |  |
| 1. Course director’s observation. |  | |  | |  | |  |
| 1. Chairman’s observation |  | |  | |  | |  |
| 1. **Personal Standards** | | | | | | | |
| 1. Punctual at work (normal working hours, class sessions, meetings, etc). |  | |  | |  | |  |
| 1. Cooperative. |  | |  | |  | |  |
| 1. Completes requested assignments on time. |  | |  | |  | |  |
| 1. Carries out the work reliably and accurately. |  | |  | |  | |  |
| 1. Abides by the College regulations. |  | |  | |  | |  |
| 1. Responds to Course Director’s, Chairman’s and Management’s instructions. |  | |  | |  | |  |
| 1. Maintains productive relations with students. |  | |  | |  | |  |
| 1. Maintains working relations with Course Director, Chairman and department staff. |  | |  | |  | |  |

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| **Total for Each Element** |  |  |  |  |

|  |  |
| --- | --- |
| **Grand Total** |  |

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| **Overall Rating : (Grand Total ÷ 2 ) = %** |  |

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| **Very Important Note** |
| **Only those faculty members, who gain more than 90%, are to be submitted to the JIC Deputy Office, Education & Training Affairs.** |

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| **Part IV: Approvals** | | | | | |
| 1. **Course Director** | | | | | |
| Comments: | | |  | | |
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|  | | |
|  | | |
| Name: | | |  | Job Title: |  |
| Signature | | |  | Date: |  |
| 1. **Chairman/Director** | | | | | |
| Comments: | | |  | | |
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|  | | |
|  | | |
| Name: | | |  | Job Title: |  |
| Signature | | |  | Date: |  |
| 1. **JIC Deputy, Education & Training Affairs** | | | | | |
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|  |  | To be considered and listed in the nomination roster | | | |
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|  |  | To be postponed to the semester following | | | |
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|  |  | Rejected | | | |
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| **Approved by:** | | | | | |
| Name: | | |  | | |
| Signature: | | |  | | |
| Date: | | |  | | |