**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** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

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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.
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| 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**
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| 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.
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| 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** |  |

|  |  |
| --- | --- |
| **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**
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| 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 |
|  |
|  |  | To be postponed to the semester following |
|  |
|  |  | Rejected |
|  |
| **Approved by:** |
| Name: |  |
| Signature: |  |
| Date: |  |