#

SESSIONAL LECTURER PERFORMANCE EVALUATION

|  |  |
| --- | --- |
| **Sessional Lecturer:** |  |
| **Course Name & No.:**  |  |
| **Date:** |  |

|  |  |  |
| --- | --- | --- |
| **Performance Evaluation** **Committee:** | **Chair (Member 1):** **(Member 2): Faculty (Member 3): Faculty** |  |

Performance evaluations provide a proactive opportunity and consistent approach to discussing work performance and to guide development.

|  |  |  |
| --- | --- | --- |
| **Assessment Criteria** | **Candidate’ s Qualifications Score** | Total |
| **Teaching Effectiveness** Can include in-class visit as recorded on the In-class Teaching Assessment. * Presents subject/material in an organized fashion, in a way understandable to the students (doesn’t skip steps, does explain process, etc)
* Made the main point(s) of each class clear.
* Is knowledgeable of the subject matter.
* Activities and assessments are aligned with learning outcomes
* Asks questions of students to involve them.
* Uses, examples, metaphors, and/or demonstrations to clarify concepts and create interest.
* Uses visual aids well, if used (doesn’t stand in front of overhead screen, refers to visual, visual is relevant, legible, etc.).
 | Circle: Unsatisfactory = 0 | Improvement Required = 1 | Satisfactory = 2  |  |
| Comments |

|  |  |  |
| --- | --- | --- |
| **Assessment Criteria** | **Candidate’ s Qualifications Score** | Total |
| **Student Evaluations[[1]](#footnote-1)**Signed comments only unless agreed to by the Instructor* Overall instructor rating
* Course rating
* Were learning objectives met?
 | Unsatisfactory = 0 | Improvement Required = 1 | Satisfactory = 2  |  |
| Comments: |
| **Administrative Duties Effectiveness** * Was on time and accessible for classes.
* Completed AODA Accessibility courses.
* Responded to student and administrator queries in a reasonable amount of time.
* Graded assignments accurately and consistently.
* Available by email and/or during office hours, to answer grading questions.
* Marked and returned student assignments in a timely manner
* Provided timely feedback to students.
* Submitted grades on time.
 | Unsatisfactory = 0 | Improvement Required = 1 | Satisfactory = 2  |  |
| Comments: |
| **Course Materials** * Selected materials were appropriate.
* Materials created and used in manner that achieved learning outcomes.
* Appropriate use of visual materials for students (presentations, charts, graphs)
* Met accessibility requirements
 | Unsatisfactory = 0 | Improvement Required = 1 | Satisfactory = 2  |  |
| Comments: |

**OVERALL PERFORMANCE RATING (Circle One):**

**SATISFACTORY[[2]](#footnote-2)**

**IMPROVEMENT REQUIRED**

**UNSATISFACTORY**

Committee Members Signatures:

Date Assessment Provided to Sessional Lecturer:

1. Student Evaluations of Teaching may only form one component of the assessment of teaching. Denial of a work assignment may not occur solely based on student evaluations. [↑](#footnote-ref-1)
2. Teaching effectiveness must be rated as “Satisfactory” for overall performance to be “Satisfactory”. [↑](#footnote-ref-2)