

## Self Evaluation of Instructors

Instructor:

Class:

Time(s):

### ***Notice to Instructors***

The University would like you to continually evaluate your own performance in each of the classes which you teach, so that you can learn from the experience. To help you achieve this life-long learning, the following form should be completed at the end of your course and submitted to the Registrar, together with some reasons as to why you believe that you should be considered as a nominee for best lecturer of this academic year. The completed form will be included in our records for future reference; however you should be self-critical and honest, and resist the temptation to overly praise yourself!

General	Comments
Did I submit the syllabus on time?	
Did I submit materials for photocopying on time?	
Did I show good time-keeping in class?	
What media did I use?	
Did I attend, and participate in, public lectures and other events organised by the University? Did I encourage students to do so also?	

Criterion	Rating*					How I could improve?
<i>Instructor-related</i>						
My use of English in the classroom	1	2	3	4	5	
Was I audible?	1	2	3	4	5	
Did I follow the course syllabus?	1	2	3	4	5	
Did I follow the text-book?	1	2	3	4	5	
Was the material taught at the appropriate level?	1	2	3	4	5	
Did I prepare for the lessons?	1	2	3	4	5	
Did I make effective use of time available?	1	2	3	4	5	
Did I make effective use of media?	1	2	3	4	5	
Did I identify important points?	1	2	3	4	5	

Did I make good use of examples?	1	2	3	4	5	
Did I explain concepts or issues adequately?	1	2	3	4	5	
Did I attract and maintain students' interest?	1	2	3	4	5	
Was I able to answer questions adequately?	1	2	3	4	5	
Did I get students to answer questions in class?	1	2	3	4	5	
What was my overall attitude to students?	1	2	3	4	5	
Did I set enough adequate homework?	1	2	3	4	5	
Did I return the marked homework promptly?	1	2	3	4	5	
Did I give students adequate beneficial feedback?	1	2	3	4	5	
Did I set fair exam questions?	1	2	3	4	5	
Did I set sufficiently demanding exam questions?	1	2	3	4	5	
Did I take adequate steps to prevent cheating?	1	2	3	4	5	
Did I mark the exams fairly?	1	2	3	4	5	
Did I hand in grades, etc., promptly?	1	2	3	4	5	
<i>Student-related</i>						
Were students comfortable with use of English?	1	2	3	4	5	
Did students understand the material covered?	1	2	3	4	5	
Were students interested and motivated to learn?	1	2	3	4	5	
Did students ask questions or offer opinions?	1	2	3	4	5	
Did students respect and get on with me?	1	2	3	4	5	

\* 1 = Very Poor; 2 = Satisfactory; 3 = Good; 4 = Very Good; 5 = Excellent