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SESSIONAL LECTURER PERFORMANCE EVALUATION

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

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| **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.

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| **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 |

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| **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)