

Instructional Performance Appraisal Form

Evaluator Angelina Tzacheva and Barry Wilkinson

Instructor Stephen MacNeil

Date 04/22/2016 Time 2:00 – 3:15pm Class ITCS 1610-001 No. Students Present 9

INSTRUCTIONS

- The evaluator is to assess the instructor's performance with respect to the major functions of teaching listed below
- The evaluator must add pertinent comments at the end of each major function for which an assessment of "Sometimes" or "Rarely" is given.
- The instructor is provided an opportunity to react to the evaluator's ratings and comments.
- The evaluator and the instructor must discuss the results of the appraisal and any recommended actions pertinent to it.
- The instructor and the evaluator must sign the form in the assigned spaces.
- The form must be filed in the instructor's personnel folder.

Check the appropriate boxes in categories 1 – 5 on this form.

1. Classroom Management

	Often	Some.	Rarely	N/A	Yes	No
1. Instructor makes good use of available time for teaching and keeps students on task.					X	
2. Instructor stops inappropriate behavior promptly and consistently, yet maintains the dignity of the student.				X		
3. Instructor's expectations are clearly explained when giving assignments and other directives.	X					

Comments: Class environment was well managed, and conducive to learning. Class started on time with 7 students out of 11 registered.

2. Instructional Monitoring

	Often	Some.	Rarely	N/A	Yes	No
1. Instructor poses questions clearly.	X					
2. Instructor uses student responses to adjust teaching as necessary.	X					

Comments: Instructor asked questions to make sure students understand the material.

3. Instructional Presentation

	Often	Some.	Rarely	N/A	Yes	No
1. Instructor links instructional activities to prior learning.		X				
2. Students appear to comprehend what instructor is saying.	X					
3. Instructor provides relevant examples and demonstrations to illustrate concepts.	X					
4. Instructor asks appropriate levels of questions that students handle with a high rate of success.	X					
5. Instructor conducts the lesson or instructional activity at an appropriate pace, slowing presentations when necessary for student understanding but avoiding unnecessary slowdowns.	X					
6. Instructor summarizes key points.		X				
7. Instructor presents content in a logical manner using smooth transitions from one topic to another.	X					
8. Instructor encourages creativity and critical thinking in problem-solving.	X					

Comments: Instructor used power point presentation on data visualization subject. Whiteboard was also used.

Instructor interacted with students through questions. (Question and answer style with students). Topic resumes.

Went through resume design. Writing on white board faint. Difficult to see from where we were.

Suggestion: use a presentation pointer or a laser pointer. Use a fresh marker when writing on white board.

4. Instructional Feedback

	Often	Some.	Rarely	N/A	Yes	No
1. Instructor provides sustaining feedback after an incorrect response by probing, rephrasing the question, giving a clue, or allowing more time.	X					
2. Instructor treats all students in a fair and equitable manner.	X					

Comments: Instructor addressed student comments properly.

5. Post-Observation Interview with Students

	Often	Some.	Rarely	N/A	Yes	No
1. Instructor has established a set of procedures that govern the handling of routine administrative matters.					9	
2. Instructor returns graded material in a timely manner.	8	1				
3. Instructor regularly provides useful feedback on out-of-class work.	8	1				
4. Instructor understands overall concepts.	8	1				
5. Instructor creates learning activities that make subject matter understandable.	7	2				
6. Class assignments are reasonable and encourage learning.	8					
7. Out-of-class assignments are clearly set forth.	5	4				
8. Students know what is expected of them.	7	2				
9. The instructor uses strategies that encourage critical thinking and problem solving.	8					
10. Instructor uses in-class activities during the semester.	9					
11. Test questions are appropriate for the material covered in class.	3			5		
12. Instructor is readily available to students outside of class.	8					
14. The class environment encourages students to ask questions.	8					

Overall Performance (check one):

Superior Above Average Average Below Average Unsatisfactory

Evaluator's Summary Comments: Lecture well prepared. Student questions addressed properly.

Students appear happy with the course. Student comments were positive. Class time is generally divided into half lecture and half in-class activities, keeping the students engaged in the learning process. Student felt double class period fine with this course and not arduous. Student Comments: "Instructor cares about the topics, and researches them", "Gives good feedback on assignments", "Great instructor!", "Encourages discussion and critical thinking".

Instructor's Reactions to Evaluation:

Benny Williams
B. Williams
 Evaluator's Signature

5/02/16
4/28/16
 Date

[Signature]
 Instructor's Signature

4/28/16
 Date

*Instructor's signature indicates only that
the written evaluation has been discussed.*