

CONTRACT LECTURER ASSESSMENT FORM

| CUPE LOCAL 3904, UNIT 1 CONTRACT LECTURER ASSESSMENT FORM | | | | | | | | |
|--|-----|---|---|---|----------------|---------------------|-------------------|--|
| CONTRACT LECTURER'S NAME: | | | | | TERM AND YEAR: | | | |
| ASSESSOR'S NAME: | | | | | | | | |
| DEPARTMENT/SCHOOL: | | | | | | | | |
| CLASS: | | | | | | DATE OF ASSESSMENT: | | |
| COURSE NUMBER (IF APPLICABLE): | | | | | | | | |
| CLASS FORMAT: Lecture | | | | | | Stud | io 🗌 Lab 🗌 | |
| OTHER (Please specify): | | | | | | | | |
| The Assessor is required to assess the Contract Lecturer by completing this form. The primary purpose of this assessment shall be to assist with the professional development of the Contract Lecturer. To complete the evaluation both the Assessor and the Contract Lecturer must sign and date the form, after a discussion has taken place. Please use the following guide to rate the Contract Lecturer's performance in each of the areas. N/A = Not applicable 1 = Unacceptable 2 = Needs Improvement 3 = Satisfactory 4 = Good / accomplishes tasks diligently and well 5 = Excellent / accomplishes all tasks at a high level | | | | | | | | |
| A) SCHOLARSHIP | N/A | 1 | 2 | 3 | 4 | 5 | SPECIFIC COMMENTS | |
| 1. Demonstrates knowledge of subject matter | | | | | | | | |
| 2. Integrates current developments/research findings into the content | | | | | | | | |
| 3. Shows relevance and appropriateness of course content | | | | | | | | |
| 4. Provides appropriate source material and references. | | | | | | | | |
| 5. Refers students to additional source material where appropriate | | | | | | | | |

| B) METHODS OF PRESENTATION | | | | | | | |
|---|------|------|---|---|---|---|-------------------|
| 1. Is well prepared and presents material in a well organized manner. | | | | | | | |
| 2. Demonstrates appropriateness and effectiveness of teaching techniques/methods (specific to course objectives). | | | | | | | |
| B) METHODS OF PRESENTATION | N/A | 1 | 2 | 3 | 4 | 5 | SPECIFIC COMMENTS |
| 3. Presentation demonstrates professional/discipline competence. | | | | | | | |
| 4. Evidence of placing the presentation in context (such as course goals, school mission, overall curriculum). | | | | | | | |
| 5. Handouts/power point are legible, with appropriate, current and accurate information with appropriate referencing and no copyright violations. | | | | | | | |
| C. COMMUNICATION AND IN | TERA | СТІС | N | | | | |
| 1. Encourages student inquiry/class discussion. | | | | | | | |
| 2. Exhibits enthusiasm and interest with students. | | | | | | | |
| 3. Expresses ideas clearly and audibly. Responds clearly to student questions. | | | | | | | |
| Responds to student needs and incorporates feedback. | | | | | | | |
| 5. Deals fairly with students. | | | | | | | |
| D. LEARNING | | | | | | | |
| 1. Stimulates critical thinking and analysis. | | | | | | | |
| 2. Adjusts to individual and group needs. | | | | | | | |
| 3. Meets student needs through a range of teaching styles. | | | | | | | |

| 4. Demonstrates respect for alternative points of view. | | | | | | |
|---|--|--|--|--|--|--|
| E. APPROACHABILITY | | | | | | |
| 1. Open to suggestions from students. | | | | | | |
| 2. Exhibits a positive attitude to all students. | | | | | | |
| 3. Treats students with respect. | | | | | | |

F. USE THIS SPACE FOR ADDITIONAL/GENERAL COMMENTS.

Note: If you have concerns about the physical space impeding effective teaching, please

forward these separately to your Chair/Director - they are not part of the evaluation process.

G. STRENGTHS AND RECOMMENDATIONS

H. CONTRACT LECTURER'S RESPONSE

CONTRACT LECTURER'S SIGNATURE:_____ DATE:_____

I) SIGNATURES: Both the Assessor and the Contract Lecturer shall sign this form to indicate that a discussion took place.

| ASSESSOR'S SIGNATURE: | DATE: | | | | | | |
|---|-------|--|--|--|--|--|--|
| CONTRACT LECTURER'S SIGNATURE: DATE: | | | | | | | |
| Note: Pursuant to Article 18 of the CUPE Local 3904 Unit 1 Collective Agreement any ongoing discussions regarding this evaluation shall be with the Contract Lecturer and the Chair/Director. | | | | | | | |

Copies: Contract Lecturer Chair/Director Service Record File CUPE Local 3904 Unit 1