

Notre Dame University

Faculty Evaluation Survey

1. Background information

Instructor's name

: _____

Title

: _____

Rank

: _____

Department

: _____

Teaching load in current semester

: _____

Administrative position (if any)

: _____

Employment status

: Full-time

Part-time

Date of joining NDU

: _____

2. Teaching performance

Please tick in the box which represents the closet answer to your own assessment.

1 = Highly unsatisfactory

2 = Unsatisfactory

3 = Uncertain

4 = Satisfactory

5 = Highly satisfactory

	1	2	3	4	5
The instructor presented the course syllabus during the first week of the semester.					
The instructor follows and applies the course syllabus.					
The instructor explained the grading criteria to his/her students and applied them objectively.					
The instructor stresses and observes student attendance.					
The instructor demonstrates excellent knowledge of the course content.					

The instructor presented the course content and materials clearly and in a well-organized manner.					
The instructor stimulates critical thinking and analysis among his/her students.					
The instructor encourages his/her students to conduct library search, to use on-line material and to read extra material related to the course content.					
The instructor encourages his/her students to use technology in the learning process.					
The instructor employs technology in his/her instruction.					
The instructor provides timely feedback regarding his/her students' progress in the course.					
The exams covered readings and lectures related to the course content.					
Grading of tests and/or assignments were consistent with the grading criteria presented in the course syllabus.					
The instructor uses a variety of educational aids, material and activities that helped clarify the course content and lectures.					
The instructor encouraged his/her students to ask questions and express their viewpoints on matters related to the lectures.					
The instructor constantly delivers updated information related to the course to his her/students.					
Except for Arabic course, the instructor uses English as medium of instruction.					
The instructor was available for students during office hours.					
The instructor arrives in class on time.					
The instructor completes his/her class session on time.					
The instructor submits his/her final grades on time.					

3. Advising

Please tick in the box which represents the answer closest to your own personal assessment.

1 = Exceeds expectations 2 = Met expectations 3 = Not applicable 4 = Fails to meet expectations

	1	2	3	4
The instructor's availability during advising period.				
The instructor's academic guidance of students.				
The advisor's name and room numbers are clearly shown in his/her office.				
The advisor's follow up on his/her students' academic progress in general.				

4. Faculty/Departmental duties

Please tick in the box which represents the answer closest to your own personal assessment.

1 = Exceeds expectations 2 = Met expectations 3 = Not applicable 4 = Fails to meet expectations

	1	2	3	4
The instructor's attendance of Faculty/Department meetings as requested.				
The instructor's participation in Faculty/Department activities.				
The instructor's attendance at committee meetings as requested.				
The instructor's active engagement in discussions during meetings.				
The instructor's fulfillment of Faculty/departmental duties on time.				
The instructor's participation in university activities when requested.				

5. Behavioral

Please tick in the box which represents the answer closest to your own personal assessment.

1 = Most of the time 2 = Sometimes 3 = Uncertain 4 = Rarely 5 = Not at all

Please list the instructor's scholarly activities for the last five years when applicable.

	1	2	3	4	5
The instructor smokes in class.					
The instructor eats and drinks in class.					
The instructor answers his/her cell phone during lecture, in class.					
The instructor does not cooperate with his/her administrators.					
The instructor is absent from the University without prior notification or excuse.					
The instructor is friendly and cooperative with his/her colleagues.					
The instructor treats his/her students with due professionalism.					

6. Scholarship

Conference papers		
	Frequency	Year
Local		
Regional		
International		

Chair at conferences		
	Frequency	Year
Chaired a lecture at a conference		
Was invited to give a lecture at an academic or professional association		
Organized a conference		
Others (List):		

Editorial	
	Frequency
Executive Editor of a Journal	
Member in Editorial Boards	
Performs editorial work (review of articles)	
Review of books	
Others (List):	

Publications			
	Frequency	Year	Country
Published short news or opinion clips			
Published proceedings			
Published articles in refereed journals			

Published book reviews			
Published books			

Workshops		
	Frequency	Year
Prepared workshops		
Organized workshops for teachers		
Prepared training modules		
Organized workshops for professionals		

Other scholarly activities not mentioned, please specify:

7. Overall assessment

Please rate the overall performance of the instructor compared to last year.

1 = Improved significantly 2 = Stayed the same 3 = Deteriorated somehow
 4 = Deteriorated significantly 5 = Not applicable 6 = Do not know

	1	2	3	4	5	6
Teaching						
Advising						
Faculty/Departmental duties						
Behavior						
Scholarship						

P.S. Other similar and comprehensive faculty evaluation surveys may be considered.