|  |  |
| --- | --- |
| **General Information** | |
| **Name Surname :** |  |
| **Title :** |  |
| **Department/Unit:** |  |
| **Evaluation Period:** |  |
| **Evaluator (Unit Administrator):** |  |
| **Date:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **1. Education and Training Activities (5-point scale)** | | | |
| **Criteria** | **Definition** | **Score (1-5)** | **Evaluator Comments** |
| Lesson planning and execution | Curriculum alignment, course materials, time management |  |  |
| Assessment and evaluation practices | Exam contents, feedback, assessment accuracy |  |  |
| Student surveys | Course content, lecture and communication satisfaction |  |  |
| Consultancy service | Academic support, guidance, timely accessibility |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Student Satisfaction and Communication** | | | |
| **Criteria** | **Definition** | **Score (1-5)** | **Evaluator Comments** |
| Accessibility and Communication Speed | Compliance with the determined class/office hours, the habit of responding to questions sent by students via e-mail and other communication channels in a reasonable time and constructively |  |  |
| Consultancy and Guidance Services | The quality and effectiveness of the guidance it provides to students on course content, study planning and academic development |  |  |
| Respectful and Inclusive Communication Environment | Displaying a fair, respectful, unprejudiced and inclusive language and attitude towards all students in lessons and extracurricular communication. Ability to manage differences of opinion professionally |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **3. Academic Contributions and Institutional Involvement** | | | |
| **Criteria** | **Definition** | **Score (1-5)** | **Evaluator Comments** |
| Project / Publication activities | National / international projects, publications, event participation |  |  |
| Institutional contribution | Participation in board, commission, quality assurance activities |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4. Professional Development and Continuing Education** | | | |
| **Criteria** | **Definition** | **Score (1-5)** | **Evaluator Comments** |
| In-service training participation | Pedagogical certificate, seminar, conference participation |  |  |
| Technology and innovation | Educational technologies, material development awareness |  |  |

|  |  |
| --- | --- |
| **Total Score** | \_\_\_\_\_ / 25 |

## Feedback & Development Plan

Strengths: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Areas for Improvement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended In-Service Training and Support: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Approval and Signature

Academic Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

Evaluated by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_