

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 Studio Lab
 Online Hybrid/Flipped Other (specify): _____

The Assessor is required to assess the Contract Lecturer (CL) by completing this form. The primary purpose of this assessment shall be to assist with the professional development of the CL. **As such, the assessor and the CL must first have a conversation prior to the assessment in order to clarify the nature of the class format/delivery and to identify areas of specific focus, if applicable.** Following the actual evaluation, both the Assessor and the CL must sign and date the form, after a discussion has taken place. Please use the following guide to rate the CL'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 (demonstrated through lecture or classroom/online discussion or resource materials developed for course. Note that if material is online, the assessor is expected to view it prior to the class assessment) | N/A | 1 | 2 | 3 | 4 | 5 | SPECIFIC COMMENTS |
|---|-----|---|---|---|---|---|-------------------|
| 1. Demonstrates knowledge of subject matter | | | | | | | |
| 2. Integrates current situational examples, developments, and/or research findings into the content | | | | | | | |
| 3. Provides relevance and context for course content | | | | | | | |
| 4. Includes appropriate resource material and references with no copyright violations. | | | | | | | |
| 5. Refers students to additional resource material, where appropriate | | | | | | | |

| B) COURSE DELIVERY | N/A | 1 | 2 | 3 | 4 | 5 | SPECIFIC COMMENTS |
|--|------------|----------|----------|----------|----------|----------|--------------------------|
| 1. Is well prepared and organized. | | | | | | | |
| 2. Is effective in facilitating/maintaining a positive class learning environment. | | | | | | | |
| 3. If using, audio-visual tools (e.g. ppt, visio, etc.) are clear, effective and enhance learning. | | | | | | | |
| C) LEARNING | N/A | 1 | 2 | 3 | 4 | 5 | SPECIFIC COMMENTS |
| 1. Stimulates critical thinking and analysis through lecture, discussion, online or in class activities. | | | | | | | |
| 2. Assists students to connect course content with prior learned knowledge. | | | | | | | |
| 3. Actively engages students in the learning process through discussion, questions and/or in class activities. | | | | | | | |
| 4. Provides opportunities for students to learn from one another through discussion or in class activities. | | | | | | | |
| 5. Adjusts pedagogy to individual and/or group needs, as appropriate. | | | | | | | |
| D) COMMUNICATION & INTERACTION | N/A | 1 | 2 | 3 | 4 | 5 | SPECIFIC COMMENTS |
| 1. Expresses ideas clearly and audibly. | | | | | | | |
| 2. Exhibits enthusiasm and a positive attitude toward students. | | | | | | | |
| 3. Encourages student inquiry/class discussion/ student engagement. | | | | | | | |
| 4. Is open to alternate viewpoints from students. | | | | | | | |
| 5. Responds to student questions and incorporates feedback. | | | | | | | |
| 6. Treats students fairly and with respect. | | | | | | | |

E. USE THIS SPACE FOR ADDITIONAL/GENERAL COMMENTS.

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.

F. STRENGTHS AND RECOMMENDATIONS

G. CONTRACT LECTURER'S RESPONSE

CONTRACT LECTURER'S SIGNATURE: _____ DATE: _____

H) SIGNATURES: Both the Assessor and the Instructor 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