

Part-Time Academic Performance Assessment

Faculty: _____
 Department: _____
 Name and Rank: _____
 Current Academic Year: _____
 Assignment(s): _____

Indicate experience as a Part-Time Academic:

- 1-3 Years
- 4-7 Years
- 8-12 Years
- Beyond 12 years

In addition, you may append a summary of academic work for the current academic year including courses taught, publications, and service.

Part I – Part-Time Academic Self-Assessment

Each Part-Time Academic at Dalhousie University will complete this self-assessment annually. The completed self-assessment is an opportunity for part-time colleagues to present her/his perspective on teaching, and will form an essential component in the assessment of teaching performance by her/his Department Head, Chair, Director, Dean or designate.

Provided below are indicators intended to guide your responses. You may respond to the indicators that you think are applicable to your approach to teaching and/or, you may wish to insert your own indicators.

SELECTED INDICATORS	ONE OR TWO POINTS TO ILLUSTRATE HOW I MEET THESE CRITERIA
<p style="text-align: center;">MOTIVATION</p> <p>For example, strategies used to stimulate student interest in the course material.</p>	
<p style="text-align: center;">COMMUNICATION</p> <p>For example, clear definition of learning outcomes; strategies to facilitate student-professor communication inside and outside of class.</p>	

TEACHING AND LEARNING STRATEGIES	
For example, strategies to engage students actively in the learning process; adaptation of teaching strategies to the learning needs of students.	
ASSESSMENT	
For example, fair and accurate assessment of student learning; clear, constructive, and timely feedback.	
REFLECTION	
For example, regular re-evaluation of teaching methods and activities; participation in professional development for teaching improvement.	

Identified Goals for Future Teaching Assignments

1. _____

2. _____

3. _____

Signed: _____
 Part-Time Academic

Date: _____

Part II – Performance Assessment

(To be completed by the Department Head, Chair, Director, Dean or designate)

Professional Practice

Motivation and Communication

1. Are the defined learning outcomes consistent with the goals of the teaching assignment?
2. Are the defined learning outcomes communicated to students and reflected in course materials and practice?
3. Does the communication style support student learning?

Rating: _____ (1= needs development; 2= meets expectations; 3= exceeds expectations)

Rating of 1 must be explained.

Strengths and/or areas for further development:

Teaching and Learning, and Assessment Strategies

1. Do teaching and assessment practices reflect defined learning outcomes?
2. Are the teaching, learning, and assessment strategies fair and reasonable?

Rating: _____ (1= needs development; 2= meets expectations; 3= exceeds expectations)

Rating of 1 must be explained.

Strengths and/or areas for further development:

Evaluation Data

1. How do the students rate this Part-Time Academic's overall effectiveness as a classroom instructor, mentor and advisor (based on the spectrum of available evidence and given qualifications on each type of data)?

Rating: _____ (1= needs development; 2= meets expectations; 3= exceeds expectations)

Rating of 1 must be explained.

Strengths and/or areas for further development:

Part-Time Academic's Response: *(optional)*

Attach an additional sheet if necessary

Signed: _____
Part-Time Academic

Date: _____

Signatures

The Department Head, Chair, Director, Dean or designate and the Part-Time Academic shall sign this form to indicate that the signatories have read this assessment report.

Signed: _____
Department Head, Chair, Director, Dean or designate

Date: _____

Signed: _____
Part-Time Academic

Date: _____

- Copies:**
Part-Time Academic
Chair/Head
Dean
Employee File
CUPE Local 3912