

## EVALUATION AND PROMOTION TEMPLATE FOR REPORTING ON TEACHING

<b>COURSES TAUGHT</b>										
Year	Semester	Course Code	# Students	# Lecture Hrs	# Tutorial Hrs	# Practicum/ Lab Hrs	Exam Duties	Student Rating		Other Feedback
								Course	Lecturer	

<b>NEW COURSES DEVELOPED</b>							
Year	Semester	Course Code		Mode	# of Credits	Role	
		Undergraduate Level	Graduate Level			Principal Developer	Team Member

**SUPERVISION OF RESEACH PAPER/THESIS**

Year	Semester	Name of Students	Degree	Level	Status of Students (FT/PT)	Title of Research Paper/Thesis	Role	Start Date	End Date

Staff Name: \_\_\_\_\_

HOD's Name: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

HOD's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Instructions:**

Provide hours taught per Semester. For Examination Duties indicate whether First, Second or University Examiner.

For Mode indicate whether distance, face-to-face, film etc.

For Role indicate whether Supervisor, Co-Supervisor, Internal Examiner, Member of Advisory Committee and your role in the Committee.

List contribution to the development of new course materials, new programmes.

List Out-of-class teaching related duties: coordinating and committee roles, programme and curriculum work, quality assurance activities.

List participation in teaching seminars or other appropriate staff development opportunities.

List contribution to staff development in teaching and learning such as training tutors, acting as mentor for newly recruited staff or leading instructional development seminars.

Comments are to be provided on Student Assessment scores and feedback from appropriate sources including peer reviewers and external examiners. Comment may also be provided on teaching methods, innovations, improvements in teaching and courses and any other contribution to the teaching programme.

Heads of Department should make an explicit comment on the staff member's teaching performance which must include reference to his or her submission of examination papers and mark sheets.

This document is only to be used when a staff member is to be considered for promotion and renewal of contract.