



*FDD Form-4: Faculty Evaluation by Head*

### FACULTY EVALUATION BY HEAD

Unit/Location: : \_\_\_\_\_ Date : \_\_\_\_\_  
 Instructor : \_\_\_\_\_ Time : \_\_\_\_\_  
 Course Title : \_\_\_\_\_ Section/Company : \_\_\_\_\_  
 Subject/s Taught : \_\_\_\_\_ No. Students : \_\_\_\_\_

**Directions:** Read each statement carefully and mark the column which best describe the faculty you are rating.

Scale	Interval Range	Adjectival Rating	Verbal Interpretation
5	4.50 - 5.00	Outstanding	HEE - Highly Exceeds Expectations
4	3.75 - 4.49	Very Satisfactory	EE - Exceeds Expectations
3	3.00 - 3.74	Satisfactory	ME - Meets Expectations
2	2.00 - 2.99	Fair	OME- Occasionally Meets Expectations
1	1.00 - 1.99	Needs Improvement	CFME- Consistently Fails To Meet Expectations

**Part I: Personal Qualities**

	5	4	3	2	1
1. Attends classes and meetings and other activities regularly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Accomplishes reports accurately and promptly, plans for school adoption.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Maintains classroom atmosphere conducive to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Contributes up- to- date ideas during meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Deals with colleagues ethically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Observes refinement in speech, grooming and general behavior.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Communicates clearly and accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Shows evidence of rapport with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Conducts academic counselling sessions and/ or assists students with difficulties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Exemplifies the qualities of a true professional.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Part II: Teaching Competencies**

**5      4      3      2      1**

**A. Knowledge**

- |  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Demonstrates knowledge of discipline.                               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Shows competence with course content that is relevant and thorough. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**B. Course Organization and Planning**

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Prepares assignments, handouts, exams, and/ or activities to promote student interest and enhance learning.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Demonstrates evidence of attention to active learning, writing, and critical thinking skills as appropriate. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Implements course objectives appropriately.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**C. Communication and Delivery**

- |   |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Uses class time effectively.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Utilizes effective instructional techniques and tools (including lecture, discussion, audio/visuals, group activities, or technology). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Demonstrates efforts to stimulate student interest.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**D. Policy/Procedure practices**

- |  |                          |                          |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. Adheres to established College discipline, and policies.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Performs assigned duties and responsibilities diligently. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Makes oneself available to students' needs.               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Evaluated by:

\_\_\_\_\_  
(Signature over Printed Name)

\_\_\_\_\_  
(Designation)

**Conforme:**

\_\_\_\_\_  
(Signature over Printed Name)  
(Instructor/ Professor)