

Faculty Appraisal

PART –I Teaching / Learning

Categorization of Faculty for Teaching appraisal

	Level	
1	L1	Assistant Professor with less than 5 years experience
2	L2	Assistant Professor with more than 5 years experience
3	L3	Associate Professor
4	L4	Professor

Faculty Appraisal Form Teaching		
Faculty Name:	Department:	Position:
Appraisal Start Date:	Appraisal End Date:	Date Conducted:
Teaching Category :	Research Category:	Faculty ID:

Teaching	L1		L2		L3		L4	
	✓	Max Marks	✓	Max Marks	✓	Max Marks	✓	Max Marks
1. Teaching Effectiveness - Planning, implementing and assessing instruction to ensure student learning	✓	60	✓	50	✓	40	✓	40
2. Cooperating with departmental programs and processes	✓	20	✓	20	✓	20	✓	20
3. Demonstrating leadership in developing innovative new courses / enhanced learning environment through new teaching / assessment approaches , open ended problems / PBL approaches			✓	10	✓	15	✓	20
4. Participating in the design, development and delivery of the new courses being offered.	✓	10	✓	10	✓	10	✓	05
5. Advising students; to assist undergraduate and graduate students to develop meaningful educational plans and monitor their progress.			✓	05	✓	10	✓	10
6. Participating in two or more teaching workshop/seminar to improve teaching through the 'Center for Engineering Education' or other appropriate institute or professional conference.	✓	10	✓	05	✓	05	✓	05

Signature of Faculty Member:

Date

Signature of Appraiser:

Date:

Teaching / Learning	L1	L2	L3	L4				
	M	M	M	M				
<p>1. Teaching Effectiveness - Planning, implementing and assessing instruction to ensure student learning</p> <p><i>Number of courses taught in the year =N</i> <i>Average feedback from N number of courses =A</i> <i>Maximum Marks for the criteria =M</i> Marks to be allotted: <i>Factor F= ((N-1)/6) *15</i> <i>Marks to be allotted, V= ((A + F)/100) * M</i> <i>If V is more than M allot M</i> Example: For a faculty <i>N=4 ; A=82 %</i> <i>F=((4-1)/6)*15 = 7.5</i> Marks to be allotted V= ((82+7.5)/100) * 40 =36</p>	✓	60	✓	50	✓	40	✓	40

Teaching / Learning	L1	L2	L3	L4				
	M	M	M	M				
<p>2. Cooperating with departmental programs and processes</p> <p>a. Timely completion of tasks (weightage 40 %) i. Attendance entry ii. CIE entry <i>Taken from Conteneo database: % Score: A</i></p> <p>b. Other documents required for department (Lesson Plans, accreditation data etc.,) (Weightage 40%) HOD evaluation <i>Evaluated and assigned by HOD: B</i></p> <p>c. Attendance of meetings (weightage 20 %) <i>% of meetings attended: C</i></p> <p>Marks to be allotted=((0.4*A+0.4*B+0.2*C) / 100) * M Example: <i>A = 85%; B=70%; C=65% ; Maximum marks=20</i> Marks to be allotted = ((0.4*85+0.4*70+ 0.2*65)/100)*20 = 15</p>	✓	20	✓	20	✓	20	✓	20

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	L1		L2		L3		L4	
	M		M		M		M	
<p>3. Demonstrate Leadership in Developing new course/ updating of existing / developing enhanced learning environment through new teaching / assessment approaches</p> <p>1. Has developed a new course /Has lead the pedagogical transformation of an entire course in the last one year <i>New course developed / new pedagogical approach, and offered: A : it can be 0 or 1</i></p> <p>2. Has lead the partial Modification of a course Updating of Course (content or Padagogy)</p> <p>a. Major Update <i>Number of Major updated courses: B : it can be 0 to 2</i></p> <p>b. Minor update / challenge course / Open ended problems <i>Number of Minor updated courses: C : it can be 0 to 2</i></p> <p><i>Marks to be allotted $V = (0.6*A + 0.3*B + 0.1*C) * M$ If V is more than M allot M</i></p>			✓	10	✓	15	✓	20

	L1		L2		L3		L4	
	M		M		M		M	
<p>4. Participating in the design, development and delivery of the new courses being offered. (HoD evaluation)</p> <p><i>Participation in new course developed and offered: A : it can be 0 or 1</i></p> <p><i>Marks to be allotted $V = A * M$</i></p>	✓	10	✓	10	✓	10	✓	05

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	L1		L2		L3		L4	
	M	M	M	M	M	M	M	M
<p>5. Advising students; to assist undergraduate and graduate students to develop meaningful educational plans and monitor their progress. (HoD evaluation)</p> <p><i>Based on effectiveness and regularity award 0 to 1: A (0-lowest. 1-highest)</i></p> <p><i>Marks to be allotted = A*M</i></p>			✓	05	✓	10	✓	10

	L1		L2		L3		L4	
	M	M	M	M	M	M	M	M
<p>6. Participating in two or more teaching workshop/seminar to improve teaching through the 'Center for Engineering Education' or other appropriate institute or professional conference</p> <p><i>Number of trainings attended / conference: A :</i></p> <p><i>For 2 and more A=1</i></p> <p><i>For 1 A=0.5</i></p> <p><i>Marks to be allotted V= A*M</i></p>	✓	10	✓	05	✓	05	✓	05

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