## A – PROFESSIONAL COMPETENCE EVALUATION

### 1- Professional Development Activities (Total 15 points)

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**1.1 Active involvement in the organization of in-house professional development activities**
- organizing workshops
- delivering presentations
- sharing good teaching practices /lesson plans that have worked well in class with colleagues by means of giving mini presentations in level or staff meetings
- conducting projects that would improve the quality of teaching and learning processes and contributing positively to the enhancement of professionalism and research-based instruction in the department

**1.2 Participating in conferences/seminars/workshops/webinars etc. organized by other institutions**
(*) Certificate required
(*) As a presenter: 5 points for 1 conference presentation
(*) As a member of the audience: 2.5 points each

### 2- Academic Contribution Performance (Total 20 points)

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**2.1 Assessment Performance**
- adherence to instructions, accuracy and effectiveness when performing assessment-related tasks
- willingness to support the assessment-related tasks of the department by means of preparing exams and/or exam practice materials, proofreading assessment components, recording lectures, delivering and administering exams, taking part in standardization and/or marking sessions of the assessment components

**2.2 Material Development Contribution**
- preparing authentic materials and/or exam practice materials that reflect the teaching and learning approaches adopted by the department
- adherence to materials production standards when preparing and sharing materials

**2.3 Level/Course Contribution**
- willingness to support the curriculum-related tasks of the department by means of following the teaching calendar, collaborating closely with teaching partners and/or with other teachers teaching the same course
- providing constructive feedback, making suggestions for improvement and showing...
2.4 Innovative Use of Educational Technology & Social Media
- incorporating technology use in the teaching and learning process by means of making use of programmes such as but not limited to Turnitin, Jing, Lesson paths, Scribble, Video notes
- sharing ideas and applications that involve technology use and that work well with other colleagues in the department
- using social media for educational purposes and for publicizing the professional development activities of the department (such as blogs, discussion boards, twitter, facebook, etc.)

3- Keeping Records and Organizational Skills (Total 5 points)
- Keeping records related to students’ grades and attendance information accurately, as instructed and in a timely-manner
- Keeping common files and folders on the online platform neat and well-organized

B – OVERALL PERFORMANCE EVALUATION

1- Professional Attitudes & Skills (Total 30 points)
1.1 Making Effective Use of Office Hours and Encouraging Students to Attend Office Hours
1.2 Problem-Solving Skills & Approaches
- Contributing positively and constructively to department-related matters
- Dealing with matters arising in a calm and solution-oriented manner and with professional conduct
1.3 Readiness to report on current duties and responsibilities

2- Ethics
2.1 Accountability
- Ability to meet deadlines
- Ability to complete tasks as required and without a need for further follow-up
2.2 Punctuality
2.3 Use of Appropriate Register
- Professional conduct with other colleagues, students and line managers

3- Communication
3.1 Effective Communication Skills
- Use of appropriate communication channels within the department
- Delivery of information to students or other relevant staff members accurately and in a timely manner
- Accessibility
3.2 Technological Responsiveness

4- Team Work
4.1 Cooperation
4.2 Willingness to assume additional duties and responsibilities when needed

TOTAL 30
C- STUDENT EVALUATION SURVEY RESULTS (Total 30 points)

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ADMINISTRATOR INITIALS: