



Instructor Evaluation Form

Source of Data: Administrator Interaction with Instructor

Center: _____ **Date:** _____

Instructor: _____ **Time:** _____

Evaluator: _____ **Program:** _____

Notes: An average rating of 3 is the goal for a satisfactory evaluation.
 Not Observed (N/O) does not reduce the average rating.
 All instructors are welcome to contact the center director with questions after the results are posted.

Evaluation based on the scale of 1 to 5 for how well the instructor meets the criteria outlined below.

	Far Below 1	Below 2	Meets 3	Exceeds 4	Far Exceeds 5	Not Observed N/O
1. Instructor displays a high level of overall professionalism.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Instructor is punctual for class assignments (and meetings, if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Instructor demonstrates mastery of effective teaching methodologies (i.e., The Inlingua Method) and knowledge of Inlingua programs, policies and course materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Instructor meets his or her professional obligations (such as fulfilling accepted class assignments).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Instructor submits required forms (such as Pedagogical Charts, Monthly Progress Reports, class attendance sheets, etc.) on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Instructor fully, accurately and neatly completes the daily class record (Pedagogical Chart) and attendance sheet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Instructor's interactions with Inlingua administrators, clients and other instructors are courteous and appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Instructor is professionally and appropriately attired when performing his or her instructional or non-instructional duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Evaluator's Signature: _____