**Teacher Portfolio Assessment Form**

**Teacher`s Name: Department: Faculty:**

**University/Board: Date:**

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| No | Assessment Question  | Level(1-5) | Notes: objective and supported by documents specially when the level is high(>4.5) or lower than (2)  |
| 1 | The teacher considers the university his/her own and dedicates 100% of the working hours for meeting it objectives. Also, the teacher’s attendance is satisfactory? |  |  |
| 2 | Teacher is conscientious, and compensates for missed classes.  |  |  |
| 3 | Focuses on quality and takes steps towards offering quality education? |  |  |
| 4 | Prepares course book in his/her subject in good time before the course and explains the key objectives to the students?  |  |  |
| 5 | Participates in the analysis of examinations results at the end of the academic year? |  |  |
| 6 | Teacher is promotes critical thinking and also accepts different views? |  |  |
| 7 | Teacher doesn’t discriminate between students and the students are satisfied with him/her. |  |  |
| 8 | Teacher doesn’t allow external interference, and his decisions are made on objective grounds in the public interest |  |  |
| 9 | Teacher shows the spirit of team work with other teachers and follows the ethics of respect and patience with them  |  |  |
| 10 | Teacher is expert in his field is a role model for others.  |  |  |
| 11 | Follows University guidelines and carries out work over and above duty  |  |  |
| 12 | Teacher actively assists the department in its objectives and the delivery of quality education. |  |  |
| 13 | Teacher is research active has productions at national level or in proceedings of international conferences |  |  |
| 14 | Teachers research is internationally recognized and published in high impact journals.  |  |  |
| 15 | Innovative and actively participates in the different committee inside the department, school or the faculty |  |  |
| 16 | Teacher actively engaging in community works, professional and charity organizations or any other activity that he/she considers to be of public benefit |  |  |
| 17 | Levels rate  |  |  |
| 18 | Notes, observations, criticism and other progress and development means for the teacher |  |
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Can continue in a new page if necessary  |

**Table of results for the assessment of teachers portfolio, this will be prepared by the faculty council**

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| Grade | Point | Degree | Results  |
| A | 5-4.5 | Excellent | **A1-** if the teacher has attained A+ in Continues Academic Education program (CAD) and A+ in students’ feedback (SF), he/she will be nominated for the teacher of the year at the department, faculty or university level. Every year and during the graduation ceremony the names of the best teacher on the university and faculty level will be announced.**A2-** if the teacher has received less than A+ in the CAD and SF processes, then he/she will be dealt with as for B1  |
| B | 4.4-4.0 | Very Good | **B1**- if the teacher has attained A in the CAD and SF processes; their efforts will be acknowledged Dean of the Faculty.**B2-** if the teacher has attached B or less in either CAD or SF, will be considered as those who scored C |
| C | 4.0-3.0 | Good | The teacher will keep his/her rights with consideration the feedback notes offered by the Assessment Committee.  |
| D | 2.9-2.0 | Medium | **D1-** if the teacher has received A or higher at CAD or SF processes, will be treated as C (all rights reserved) **D2-** if teacher has received B or lower in CAD or SF processes then:1. Teacher will be asked to attend to the faculty council for discussing the shortfalls in the portfolio and how to correct them next years
2. If the same outcome was attained two years in a run, he/she will be subject to treatment as in E2
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| E | 1.9-1 | Failed | **E1-** if teacher has received A or higher in both CAD or SF processes, then he/she will be considered as in D2**E2-** if teacher scored B or lower in either one of CAD or SF processes then:1. The teacher will be officially called for attending the Faculty Council to discuss the portfolio, the reports and the methods of correction. According to this interview the council may decide to either prevent the teacher from lecturing for 1 to 3 months or to retrain the teacher or make any other decision that is found appropriate
2. In case of failing again, the teacher will be removed permanently from teaching, and arrangements will be made to transfer him/her from the department to a more fitting position
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