

AMERICAN UNIVERSITY OF BEIRUT
Center for Teaching and Learning
AUB TEACHING EXCELLENCE AWARD
2022-2023

SAMPLE
EVALUATION FORM

EVIDENCE FOR EXCELLENCE IN TEACHING
(SELF SCORING SHEET)

To the candidate:

This is a sample filled out evaluation form with examples of the location of evidence in your portfolio. The form below is filled with sample answers that might help you fill in your actual evaluation sheet to be submitted along with your portfolio.

<i>EXCELLENCE IN INSTRUCTION</i>	
Item	Examples of where the evidence can be found
1. List evidence in support of the fact that you design and organize course materials congruent with course goals	<ul style="list-style-type: none"> • Course syllabi (p.4) • Might also be found in a statement of philosophy • Student evaluation (item 12 of the Course and Instructor Evaluation Survey)
2. In what way do your courses promote student learning, interest, enthusiasm, and vitality?	<ul style="list-style-type: none"> • Teaching philosophy • Student evaluations (Items 5 and 18 for example) • Also qualitative notes from students on student evaluations • Could also look at syllabi if it talks about methods used in class or types of assignments etc. • Letters from colleagues or students, notes on evaluation forms from students

3. How do you encourage cooperation among students?	<ul style="list-style-type: none"> • Teaching philosophy • Syllabi • Assignments
4. How do you encourage students to think independently?	<ul style="list-style-type: none"> • Syllabi • Methods of Evaluation • Teaching philosophy • Student evaluation (item 7)
5. List evidence in support of the fact that you provide prompt feedback and useful guidance	<ul style="list-style-type: none"> • Student evaluations (item 9) • Assignments • Teaching Philosophy • Statement on syllabus about office hours or methods to contact instructor?
6. Give examples of assigning authentic tasks that help students learn, remember, and synthesize	<ul style="list-style-type: none"> • Types of Assignments • Teaching philosophy
7. List evidence that you incorporate recent developments in the field in your courses	<ul style="list-style-type: none"> • Readings provided to students • Teaching philosophy • Textbooks used

EXCELLENCE IN MENTORING	
Item	Evidence
8. Give a list of research projects/theses with their dates that you have worked on with students outside the classroom	<ul style="list-style-type: none"> • There should be a list of these in the portfolio or the CV
9. Give evidence of your activities as a guide and mentor of students in career development	<ul style="list-style-type: none"> • Statements from students • Number of students advised (other than theses)
10. Give evidence of your activities as a guide and mentor of new faculty in teaching and co-teaching, curricula, and instructional technology	<ul style="list-style-type: none"> • Assignment as a mentor • Statements from Colleagues • Co-teaching courses with new faculty • CV • Participation in new faculty seminar
11. List your activities in mentoring across department, college and university	<ul style="list-style-type: none"> • CV

<i>EXCELLENCE IN SERVICES & PROFESSIONAL DEVELOPMENT</i>	
Item	Evidence
12. List all student clubs or organizations that you have advised at AUB	<ul style="list-style-type: none"> • CV
13. List all teaching-related and curriculum-related committees that you have chaired	<ul style="list-style-type: none"> • CV
14. Describe any teaching brown bags and workshops that you have organized	<ul style="list-style-type: none"> • CV
15. List all teaching related committees that you have participated in	<ul style="list-style-type: none"> • CV • Teaching philosophy
16. List seminars/professional meetings on teaching and learning that you have participated in	<ul style="list-style-type: none"> • CV
<i>EXCELLENCE IN INNOVATION</i>	
Item	Evidence
17. Briefly list and discuss innovative instructional materials, media, approaches and technologies that you use in your teaching.	<ul style="list-style-type: none"> • Teaching philosophy • Course syllabi • Course design (use of Moodle, etc...)