

BCGEU INSTRUCTOR APPRAISAL FORM

Employee Name:	Department:	Evaluator:
Period of Completed Evaluation:		

- ☐ Probationary Appraisal
- ☐ Instructor Appraisal (Every 3 years)

The process for this form is as follows:

INSTRUCTOR

1. Completes Form A in preparation for discussion with Chair.
2. Provides to the Chair a lesson plan (for the class being observed by Chair), course outlines, grading documents, and a few examples of assessments (including marking criteria, e.g. rubrics, checklists).

SCHOOL CHAIR

1. Observes one class, and completes Form B.
2. Completes Form C, and Form D.

SCHOOL CHAIR AND INSTRUCTOR

1. Meet to discuss the Chair's Appraisal and the Instructor's Self-Reflection.
2. Complete Instructor Form E and both sign.