**آلية تقويم عضو هيئة التدريس**

* **يعدعضوهيئةالتدريسالجدول ( 1 ) ويوقعبمسئوليتهعنالمحتويات.**
* **يعد رئيس القسم العلمي الجدول ( 2 ) بعد استلامه للاستمارة المعدة من قبل عضو هيئة التدريس (1).**
* **يعد المحكم الخارجي الجدول (3).**
* **تعد لجنة مراجعة ملفات المقرر الجدول (4).**
* **يعبأ100 % من الطلبة تقييم المقررات (على موقع الجامعة)**
* **يتم حساب تقييم أداء العضو وفق نتائج التقييمات كما يلي:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **تقييم رئيس القسم** | **تقييم المحكم (زميل)** | **تقييم لجنة مراجعة ملفات المقررات** | **تقييم الطلاب للمقرر** | **المجموع** |
| **40 %** | **10 %** | **40 %** | **10 %** | **100 %** |

* **يعد رئيس القسم الجدول رقم (5) و يرفعه لعميد الكلية**
* **لعضو هيئة التدريس الحق في الاطلاع على نماذج التقييم والتوقيع بالعلم وليس بالموافقة على المحتويات**
* **يقوم رئيس القسم بمناقشة نتائج التقييم مع عضو هيئة التدريس لوضع مقترحات للتحسين.**
* **يعبأ الملف بصفة دورية مرة واحدة سنوياً قبل شهرين من انتهاء العام الدراسي.**
* **يحفظ الملف بمكتب رئيس القسم ويزود العميد بصورة.**
* **ترفع وحدة التطوير و الجودة خطة تدريب سنوية وفق الاحتياجات التدريبية لأعضاء هيئة التدريس إلى وحدة تنمية المهارات بعمادة التطوير و الجودة**

**معايير اختيار المحكم :**

* **ان يكون لديه على الأقل 10 سنوات خبرة في التعليم الجامعي**
* **أن يكون متخصص بالمجال الطبي**
* **ان يكون حاصل على دكتوراه (أستاذ مساعد على الأقل)**

**لجنة مراجعة ملفات المقررات:**

**يتم تشكيلها من 3 أعضاء من هيئة التدريس بالقسم بتكليف من رئيس القسم يبدأ عملها بفرز الملفات بوحدة التطوير و الجودة و ترفع تقرير إلى منسق البرنامج بنتائج عمل اللجنة**

Academic performance modelof the instructor**(table 1)**

|  |
| --- |
| **Basic information of the instructor:**  |
| **Faculty/department:** | **Full name:** |
|  |
| 1. **Participations in development of teaching and learning**
 |
| **Evidence and documents for verification** | **Achievement** |
|  | **Use the recent researches at the field in developing the course/ courses. الاستفادة من الأبحاث في تطوير مقررات البرنامج** |
|  | **Use new teaching strategies. استخدام استراتيجيات حديثة للتدريس** |
|  | **Use diverse assessment tools for student evaluation. التنوع في أساليب التقويم** |
|  | **Use recent technology in teaching and learning. استخدام التكنولوجيا الحديثة فى التدريس** |
|  | **Design of the curriculum map and matrix. تصميم خرائط المنهج** |
|  | **Design e. courses. تحويل المقررات إلى صورة الكترونية** |
|  | **Use specification table in preparation of the exam paper. استخدام جداول المواصفات في إعداد الورقة الاختبارية** |
|  | **Submitting periodic reports on application of academic advising procedures and regulations. تقديم تقارير دورية عن تفعيل آلية الإرشاد الأكاديمي** |
|  | **Application of curricular student activities. تفعيل الأنشطة الطلابية الصفية** |
|  | **Participation in extracurricular student activities. المشاركة في الأنشطة الطلابية اللاصفية** |
| **2- Workshops and seminars****Attendance and participation in workshops in the area of improving teaching, administrative and/or personal skills.**  |
| **Documents** | **Date** | **Place** | **Workshop title** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| **3- Participation in research activities** |
| **Documents** | **Date** | **Activity** |
|  |  | **Scientific researches. الأبحاث** |
|  |  | **Publications. المنشورات** |
|  |  | **Participation in forums. حضور المؤتمرات** |
| **4- Participation in community service activities** |
| **Documents** | **Date** | **Activity** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Name of the instructor:………………………………

Signature:……………………………………………………….

**Evaluation Form Performed By Program Coordinator (table 2)**

|  |
| --- |
| Name :  |
| Academic Year : |
| Position :  |
| Years of experience in this college: |
| Faculty Status  |  Full-time  |  | Part-time |  |
| Date of Evaluation : |
| **A. Professionalism:**  |
|  | **Excellent** | **Good** | **Satisfactory** | **poor** | **Very poor** |
| 1. Commitment to teaching duties and schedules.  |  |  |  |  |  |
| 2. Commitment to office hours.  |  |  |  |  |  |
| 3. Contribution in improvement of program and courses.  |  |  |  |  |  |
| 4. Respects rules and regulations.  |  |  |  |  |  |
| 5. Adherence to department and college decisions.  |  |  |  |  |  |
| **B. University and community service:** |
|  | **Excellent** | **Good** | **Satisfactory** | **poor** | **Very poor** |
| 1.Participate in research activities of the college/ department |  |  |  |  |  |
| 2.Endure his responsibilities and finish them at time without complaining.  |  |  |  |  |  |
| 3. Participates in community service activities of the college/ University  |  |  |  |  |  |
| 4. Participates in improvement/ development activities of the college/ University  |  |  |  |  |  |
| Participates in extra curriculum student activities of the college/ University  |  |
| **C. Behavior and collaboration:** |
|  | **Excellent** | **Good** | **Satisfactory** | **poor** | **Very poor** |
| 1. Highly committed with no dissents.  |  |  |  |  |  |
| 2. Cooperative with his colleague and other administrative staff  |  |  |  |  |  |
| 3. Cooperative with the head of the dept. and the institution |  |  |  |  |  |
| **D. Strength and weak areas:** |
|  |  |
| **Strength:** | **Weakness:** |
| **………………………………..****………………………………………..** | **………………………………..** |
| **E. Recommendations for improvement:** |
| ………………………………………………………………………………………………………...………………………………………………………………………………………………………… |

Program coordinator:………………………………………

Signature: ………………………………………………..

Head of department ………………………………..

Signature: ………………………………………………..

Dean of college:……………………………………..

Signature: ………………………………………………..

**External Evaluation Form (table 3)**

**Instructors name:…………………………………………………………………**

|  |
| --- |
| **A. Clarity and Organization** |
| **Very poor** | **poor** | **Satisfactory** | **Good** | **Excellent**  | Items |
|  |  |  |  |  | Clearly states purpose/ objectives of the lesson  |
|  |  |  |  |  | Presented overview of lesson  |
|  |  |  |  |  | Relates lesson to previously covered material  |
|  |  |  |  |  | Presents material in a logical sequence  |
|  |  |  |  |  | Paces lesson appropriately  |
| **B. Effective Communication** |
| **Very poor** | **poor** | **Satisfactory** | **Good** | **Excellent**  | Items |
|  |  |  |  |  | Projects voice, with intonation :easily heard  |
|  |  |  |  |  | Varied explanations for complex and difficult material, using examples to clarify points |
|  |  |  |  |  | Uses humor appropriately to maintain attention and strengthen retention  |
| **C. Interaction with Students** |
| **Very poor** | **poor** | **Satisfactory** | **Good** | **Excellent**  | Items |
|  |  |  |  |  | Maintains student attention  |
|  |  |  |  |  | Responds to nonverbal cues of confusion, boredom, and curiosity  |
|  |  |  |  |  | Encourages student questions or discussion  |
|  |  |  |  |  | Asks questions to monitor student progress  |
|  |  |  |  |  | Listens to students questions and comments  |
|  |  |  |  |  | Gives satisfactory answers to student questions  |
| **D. Instructional Materials and Environment** |
| **Very poor** | **poor** | **Satisfactory** | **Good** | **Excellent**  | Items |
|  |  |  |  |  | Prepares students for lesson with appropriate assigned reading  |
|  |  |  |  |  | Presentation follows handout/syllabus  |
|  |  |  |  |  | Present appropriate amount of material at appropriate level complexity: material up-to-date  |
|  |  |  |  |  | Presents helpful audiovisual materials to support lesson organization and major points  |
| **E. Content Knowledge and Relevance** |
| **Very poor** | **poor** | **Satisfactory** | **Good** | **Excellent**  | Items |
|  |  |  |  |  | Demonstrates command of subject matter :information up-to-date |
| **F. Small Group activities:** |
| **Very poor** | **poor** | **Satisfactory** | **Good** | **Excellent**  | Items |
|  |  |  |  |  | Provides effective feedback  |
|  |  |  |  |  | Encourages group interaction ensures participation from all members of the group  |
|  |  |  |  |  | Treats learners and colleague, team members respectfully  |

Name of peerreviewer :…………………………………

Signature:……………………………………………………..

COURSE PORTFOLIO EVALUATION MODEL (table 4)

|  |
| --- |
| Course name: |
| Course code: |
| Not complete | complete | **Items**  |
|  |  | CV |
|  |  | Course schedule |
|  |  | Course specification ahpgs |
|  |  | Course specification ncaaa |
|  |  | Lectures samples |
|  |  | Home work |
|  |  | Quizzes  |
|  |  | Midterm exams |
|  |  | Final exams |
|  |  | Practical exams |
|  |  | Lab safety |
|  |  | Course report |
|  |  | Improvement plan |
|  |  | Specification table |
|  |  | Students samples |
|  |  | Students activities  |
|  |  | Students results |
|  |  | Assessment analysis |

Verifying committee:

Signature:

**Academic performance report (table 5)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| No. | Name | Evaluation by Coordinator | Evaluation byPeerreview | Evaluation byCourse portfolio | Evaluation bystudents | Total score |
| 1 |  | 40 % | 10 % | 40 % | 10% | 100 % |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Program coordinator:……………………….

signature: ……………………………………………….

Head of department ………………………………..

Signature: ………………………………………………..

Dean of college:……………………………………..

Signature: ………………………………………………..