

Sample Evaluation Form¹

Nominee:

Rater:

Department of Nominee:

Circle your responses to each of the items, and then add comments below the table. For items 1 and 2, please respond based on the comments written by students and colleagues about the nominee. For items 3 and 4, evaluate the quality of the instructor’s work for yourself, based on the evidence presented in the nomination. For all four items, please reserve a score of “5” for truly extraordinary nominees.

	Outstanding even among the very best instructors	Outstanding even among good instructors	Standard for a good instructor	Standard for an average instructor	Not justified to receive award on this basis
1. Excellence in classroom teaching in undergraduate courses, as demonstrated by student feedback	5	4	3	2	1
2. Excellence in classroom teaching in undergraduate courses, as demonstrated by chair’s and colleagues’ feedback	5	4	3	2	1
3. Nominee’s contributions to teaching-learning environment through curriculum innovation, creativity in course design, supervision of student research, etc.	5	4	3	2	1
4. Nominee’s effort to make the classroom engaging and inclusive, and to spread teaching innovations and best practices outside the home department and across the College or University	5	4	3	2	1
5. Other factors that distinguish the nominee as an outstanding candidate for this award	5	4	3	2	1

Total Numerical Score:

Any noteworthy observations, positive or negative?

¹ For use by the Selection Committee.