

APPENDIX I

QUESTIONNAIRE FOR THE ASSESSMENT OF STAFF BY STUDENTS INSTRUCTION TO STUDENTS

1. Please complete the questionnaire as objectively as possibly. Do not write your name.
2. Determine how each variable applies to the Lecturer and mark (x) in the appropriate score column.
3. Return the form as soon as you have completed the questionnaire.
4. If you are unable to decide on the answer to any question, please skip it and go to the next.

Section A

Name of Lecturer: _____

Course(s) taught: _____

Semester & Session: _____

Year of Study: _____

Are you repeating the Course? _____

Section B

Key to Rating

- 5 = Excellent
 4 = Very Good
 3 = Good
 2 = Fair
 1 = Poor

S/NO	VARIABLES	SCORES					REMARKS
		5	4	3	2	1	
1	Is the Lecturer punctual to lectures?						
2	Does he/she attend lectures regularly as and when due?						
3	Does he/she use full lecture periods effectively?						
4	Is he/she available to students for discussion of academic matters?						
5	Does he/she present his lectures in a clear and orderly manner?						
6	Does he/she make students feel free to ask questions and express their ideas?						
7	Is he/she audible during teaching?						
8	Does he/she dwell long enough upon the important ideas of the subject matter?						
9	Does he/she use enough examples of illustration to clarify the topic in well organized fashion?						
10	Does the Lecturer state the objective of the course?						
11	Does the Lecturer use objective criteria for assessment of assignment/script which are made known to the student e.g. logically content style expression and accuracy?						

12	Does the Lecturer use objective criteria for assessment of assignment/script which are made known to the student e.g. logically content style expression and accuracy?						
13	Does the Lecturer take students' attendance at each lecture?						

COLLATION FORM FOR THE ASSESSMENT OF LECTURERS BY STUDENTS

NOTES:

The form is to be completed by the Department Collation Committee.

In a situation where the Lecturer disagrees with the Department Committee's remark, the form should be forwarded to the Faculty Committee set up for the purpose.

Name of Lecturer:

Course name and Code:

S/NO	VARIABLES	SCORES	COMMITTEE'S REMARKS	REMARKS
1	Is the Lecturer punctual to lectures?			
2	Does he/she attend lectures regularly as and when due?			
3	Does he/she use full lecture periods effectively?			
4	Is he/she available to students for discussion of academic matters?			
5	Does he/she present his lectures in a clear and orderly manner?			
6	Does he/she make students feel free to ask questions and express their ideas?			
7	Is he/she audible during teaching?			
8	Does he/she dwell long enough upon the important ideas of the subject matter?			
9	Does he/she use enough examples of illustration to clarify the topic in well organized fashion?			
10	Does the Lecturer state the objective of the course?			
11	Does the Lecturer use objective criteria for assessment of assignment/script which are made known to the student e.g. logically content style expression and accuracy?			
12	Does the Lecturer use objective criteria for assessment of assignment/script which are made known to the student e.g. logically content style expression and accuracy?			
13	Does the Lecturer take students' attendance at each lecture?			