



FTEM INSTRUCTOR EVALUATION FORM

Course Title			
Instructor Name		Unit Evaluated	
Evaluator Name		Evaluation Date	
Overall Score (out of 100)			

Evaluator Role: ☐ Observer ☐ Lead Instructor ☐ Other _____

Please rate the following statements using the scale provided.

[Scale: 1 – Strongly Disagree, 2 – Disagree, 3 – Neutral, 4 – Agree, 5 – Strongly Agree] *Any rating below 3 – Neutral requires an explanation within the provided box.

Presentation & Communication

- The instructor communicated ideas clearly.
- The instructor spoke at an appropriate pace and volume.
- The instructor-maintained student engagement.
- The instructor used appropriate language and explained terms.
- The instructor effectively used visuals, slides, or handouts.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments/Explanation

Knowledge & Expertise

- The instructor demonstrated a strong understanding of the material.
- The instructor answered questions accurately and confidently.
- The instructor related the material to real-world examples.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments/Explanation

Class Management & Structure

- The instructor followed the agenda and stayed on schedule.
- The instructor provided clear objectives and expectations.
- The instructor managed time, discussions, and behavior effectively.
- The instructor provided adequate breaks and transitions.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments/Explanation



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Student Engagement

The instructor encouraged student participation.

The instructor involved both in-person and virtual participants.

The instructor was responsive to student needs and questions.

The instructor created an inclusive learning environment.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments/Explanation

Evaluation & Feedback

The instructor provided useful feedback during activities.

The instructor evaluated performance fairly and consistently.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments/Explanation

Overall Perception

The instructor met expectations for this course.

I would recommend this instructor to others.

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments/Explanation

Addition Instructor Verification Questions

What did the instructor do particularly well?

What areas could the instructor improve?



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Any other comments or suggestions?

Instructor Evaluation Outcome Rubric

Score Range	Performance Rating	Outcome / Recommended Action
90 – 100	Excellent	The instructor demonstrates exceptional teaching performance. No corrective action is needed. Eligible for recognition, future lead roles, or advanced instructional opportunities.
85 – 89	Very Good	The instructor is highly effective. Minor adjustments may enhance delivery. Continue scheduling as Lead instructor. Consider mentorship opportunities.
80 – 84	Satisfactory	The instructor meets expectations. Course delivery is solid, though some areas may need refinement. Follow up with informal feedback or brief coaching.
75 – 79	Marginal Pass	The instructor meets minimum requirements but demonstrates room for improvement. Follow-up required: coaching, observation, or additional training recommended. Monitor future evaluations.
< 75	No Pass	The instructor did not meet the minimum requirements needed to serve as an instructor. Additional mentorship and/or coaching is needed.

Instructor Signature: _____