



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.

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

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.

Additional Comments/Explanation

Knowledge & Expertise

The instructor demonstrated a strong understanding of the material.

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

The instructor answered questions accurately and confidently.

The instructor related the material to real-world examples.

Additional Comments/Explanation

Class Management & Structure

The instructor followed the agenda and stayed on schedule.

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

The instructor provided clear objectives and expectations.

The instructor managed time, discussions, and behavior effectively.

The instructor provided adequate breaks and transitions.

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"/>				

Additional Comments/Explanation

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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"/>				

Additional Comments/Explanation

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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"/>				

Additional Comments/Explanation

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Addition Instructor Verification Questions

What did the instructor do particularly well?

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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: _____