GUIDELINES FOR FACULTY EVALUATION
Undergraduate / Graduate

Rationale:

Implementation of performance evaluation for faculty members is important as it allows communication between the teacher and the students for the continuous teacher's professional growth and improved student outcomes. It provides timely and constructive feedback to teachers in order to improve their quality of instruction and to ensure accountability for classroom performance. It may also serve as basis for administrative decisions.

Principles:

1. Equity and fairness should be upheld in the evaluation process.

2. The performance evaluation process should not be used in a punitive, retaliatory or discriminatory manner. Rather, it should provide faculty with constructive comments to help them develop professionally and to make improvements in their performance.

3. Evaluation results should not be used as the sole basis for promotion, remuneration or other administrative decisions.

4. Performance evaluation results should be treated as private and confidential information.

Policies:

1. Faculty evaluation is conducted every trimester.

2. All faculty members (Full-time and Part-time) will be evaluated in all their assigned courses for the term.

3. The faculty evaluation will cover all classifications of courses such as:
   a. Lecture
   b. Laboratory
   c. Modular
   d. Hybrid
   e. Team-teaching
   f. Asynchronous
   g. Special Classes
   h. Research

Institutional Testing and
Evaluation Office

    i. Tutorial
    j. Seminar
    k. Review
    l. Thesis / Dissertation
   m. Practicum

4. All/Both faculty members handling team-teaching courses will be evaluated in the same course.

5. Practicum and Research and Thesis/Dissertation Writing courses will be administered on the 13th week of the term or after defense week.

6. OBE-based evaluation forms will be used for the following GS and UG courses:
   6.1 Lecture Evaluation Form – for lecture courses, including team teaching, modular, special classes, seminars, tutorials, reviews, and asynchronous courses
   6.2 Laboratory Form – for laboratory courses
   6.3 Practicum Form – for practicum courses
   6.4 Research/Thesis Writing Form – for pure research, research writing, and thesis/dissertation courses

7. The evaluation results shall be released to the following:

- President
- Provost
- Associate Provost
- Deans
- Department Chairs
- Faculty member concerned

2401 Taft Avenue, 0922 Manila, Philippines | Tel: (632) 526-5914 | Trunk Line: (632) 524-4611 loc. 168
iteo@dlsu.edu.ph l www.dlsu.edu.ph