_____

QUESTIONNAIRES ON BUTA EVALUATION PARAMETERS

Important Notes:

i).   Universities are required to follow guidelines given in Table 2 while responding to questions against each of the parameters (*see "Revised Framework & Award Procedure for HEC BUTA" in "Download" section of HEC webpage*).

ii).   Please check all the boxes within questionnaires. All questions carry equal marks, as below:
Yes = 2, Somewhat = 1, No = 0

iii).   Marks against each parameter may be calculated as per following formulae and total marks obtained will be calculated by adding marks obtained by the candidate in each parameter:
(Marks Secured/Max Marks x Weightage) x 100

Solved Example for Parameter 2 below (Course Syllabus) which has 11 questions (so max marks are 22) and weightage of 10% (as per table 2 above)

{21 (marks secured)/22 (Max Marks) x 10/100 (Weightage)} x 100 = 9.5

iv).   Name of the candidate along with his/her department, university and year of award must be mentioned on each page of the questionnaire.

v).   Universities are required only to use the template below in responding against each question under various evaluation parameters. Questionnaires not filled as per the below format will not be accepted. Student feedback form template (along with questions) has also been provided below with parameter 9 (Student Evaluations) for collecting information from students.

vi).   Attach softcopies of the evidences in the space provided in the questionnaires. No marks will be accepted if the required documentary evidence is not attached in support of achievements claimed against each of the parameters.

vii).   Softcopies of all the filled questionnaires along with evidences attached/hyperlinked must be saved in PDF/Non-Editable file format in one single folder. The same folder must be submitted to HEC along with other documents of the candidates for HEC National-Level Best University Teacher Award. Universities are required to ensure that proper hyperlinks to the attachments are created and saved in the same folder.

Table 3 – Questionnaires on BUTA Evaluation Parameters						
SN	**Parameter**	**Check List**	**Response (Yes/Somewhat/No)**			**Attach softcopies of evidences with adequate title**
1.	***Command of the Subject***	i. Does candidate have a degree in the discipline?	Yes ☐		No ☐	*For example: Copy of Degree*
		ii. Does candidate have a certificate, diploma, or other qualification in the course topic?	Yes ☐		No ☐	*For example: Copy of Diploma*
		iii. Does the syllabus demonstrate command of the subject?	Yes ☐		No ☐	

_____

	Maximum marks (10); Weightage (10%)	iv. Do the exams/assignments demonstrate command?	Yes ☐	Somewhat ☐	No ☐	
		v. Does the lecture and classroom interaction demonstrate command of the subject?	Yes ☐	Somewhat ☐	No ☐	
Marks obtained by the candidate under "Command of Subject"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
2.	*Teaching Philosophy* *Maximum marks (10); Weightage (10%)*	i. Has the candidate submitted their statement of teaching philosophy?	N/A	N/A	N/A	*Statement on Teaching Philosophy*
Marks obtained by the candidate under "Teaching Philosophy"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
3.	*Course Syllabus* *Maximum marks (22); Weightage (10%)*	i. Was the syllabus made available ahead of time?	Yes ☐		No ☐	*Syllabus (s)*
		ii. Does the syllabus describe the subject matter effectively?	Yes ☐	Somewhat ☐	No ☐	
		iii. Are the learning objectives clear and well crafted?	Yes ☐	Somewhat ☐	No ☐	
		iv. Does the syllabus list any prerequisites for the course?	Yes ☐		No ☐	
		v. Is there a main textbook for the course?	Yes ☐		No ☐	
		vi. Was the textbook published in the last three years?	Yes ☐		No ☐	
		vii. Are other course materials (if any) selected professionally?	Yes ☐	Somewhat ☐	No ☐	
		viii. Does the syllabus list the expectations from the students?	Yes ☐		No ☐	

_____

		ix. Does the course ask students to read the assigned materials ahead of time?	Yes ☐		No ☐	
		x. Does the syllabus list or refer to relevant university or HEC rules (e.g., on plagiarism)?	Yes ☐		No ☐	
		xi. Does the syllabus describe any special condition or requirement for the course?	Yes ☐		No ☐	
Marks obtained by the candidate under "Course Syllabus"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
4.	***Grading System, Tests, and Assignments*** *Maximum marks (32); Weightage (10%)*	i. Does the syllabus describe the grading system (i.e., distribution of grades for different exams, tests, assignments, etc.)?	Yes ☐	Somewhat ☐	No ☐	*Syllabus (s)*
		ii. Have the tests, if any, been prepared professionally?	Yes ☐	Somewhat ☐	No ☐	*Tests*
		iii. Do the test questions assess proficiency in the learning objectives?	Yes ☐	Somewhat ☐	No ☐	
		iv. Have the quizzes, if any, been prepared professionally?	Yes ☐	Somewhat ☐	No ☐	*Quizzes*
		v. Do the quizzes reward preparation or insight?	Yes ☐	Somewhat ☐	No ☐	
		vi. Has the professor given in-class assignments?	Yes ☐		No ☐	*Assignments*
		vii. Has the professor given homework assignments?	Yes ☐		No ☐	
		viii. Do the students receive grades for completion of the assignments?	Yes ☐		No ☐	
		ix. Does the grading system encourage students to act in ways as to achieve learning objectives?	Yes ☐	Somewhat ☐	No ☐	*Grading System*
		x. Does the professor assign grades for class participation?	Yes ☐		No ☐	
		xi. Do the course describe how class participation will be graded?	Yes ☐		No ☐	
		xii. Does the course require field work?	Yes ☐		No ☐	
		xiii. Does the course require lab work?	Yes ☐		No ☐	

		xiv. Does the course outline describe how field work or lab work, if relevant, will be graded?	Yes ☐	Somewhat ☐	No ☐	*Grading System*
		xv. Does the course require group work?	Yes ☐		No ☐	
		xvi. Does the course outline describe how group work will be graded?	Yes ☐		No ☐	*Grading System*
Marks obtained by the candidate under "*Grading System, Tests, and Assignments*"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
5.	***Lesson Plan*** *Maximum marks (14); Weightage (05%)*	i. Has the faculty member (candidate) submitted a detailed lesson plan for the entire semester (i.e., division of the course materials into individual lectures, with clearly defined content, learning objectives for each lecture, assigned readings, other homework assignments, and power point slides, if any)?	Yes ☐		No ☐	*Lesson Plan (s)*
		ii. Does the lesson plan provide learning objectives for each lecture?	Yes ☐	Somewhat ☐	No ☐	
		iii. Does the lesson plan provide a precise reading assignment (both textbook and other readings) for each lecture?	Yes ☐	Somewhat ☐	No ☐	
		iv. Is the volume of assigned readings for each lecture feasible for students to undertake?	Yes ☐		No ☐	
		v. Does the lesson plan include homework assignments?	Yes ☐		No ☐	
		vi. Does the lesson plan include in-class assignments or quizzes?	Yes ☐		No ☐	
		vii. Does the lesson plan provide for active learning in the classroom?	Yes ☐	Somewhat ☐	No ☐	
Marks obtained by the candidate under "Lesson Plan"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
6.	*Classroom Teaching* *Maximum marks (34); Weightage (20%)*	i. Does the professor use PPTs?	Yes ☐	Somewhat ☐	No ☐	*PPTs*
		ii. Have the PPTs been made available to the students?	Yes ☐		No ☐	
		iii. Is the length of the PPTs suitable for the time allotted for the lecture?	Yes ☐		No ☐	
		iv. Are the PPTs designed professionally (i.e., they are not just a handful of slides thrown together without regard to the learning objectives, assigned readings, in-class assignments, or active learning modules)?	Yes ☐	Somewhat ☐	No ☐	
		v. Do the PPTs demonstrate the faculty member's command of the subject?	Yes ☐	Somewhat ☐	No ☐	
		vi. Has the university submitted a videotaped lecture by the candidate?	Yes ☐		No ☐	*Videotape (s) of Lectures*
		vii. In the videotape, did the candidate introduce the learning objectives for that specific lecture?	Yes ☒	Somewhat ☐	No ☐	
		viii. In the videotape, did the faculty member succeed in achieving the learning objectives for the specific lecture?	Yes ☐	Somewhat ☐	No ☐	
		ix. In the videotape, does the faculty member demonstrate adequate command of the subject?	Yes ☐	Somewhat ☐	No ☐	
		x. In the videotape, does the faculty member's lecture style engage the attention and interest of the students?	Yes ☐	Somewhat ☐	No ☐	
		xi. (If relevant) In the videotape, if there was the presentation of a mathematical or quantitative example or problem, was the professor well-prepared in presenting such a problem?	Yes ☐	Somewhat ☐	No ☐	
		xii. (If relevant) was the mathematical/ quantitative problem explained effectively to students?	Yes ☐	Somewhat ☐	No ☐	

Name of the Teacher: *Department:*   *University:*

		xiii. In the videotape, does the faculty member create a respectful classroom atmosphere?	Yes ☐	Somewhat ☐	No ☐	
		xiv. In the videotape, is there a use of active learning?	Yes ☐	Somewhat ☐	No ☐	
		xv. (If relevant), in the videotape, are the active learning modules effective and have been designed carefully?	Yes ☐	Somewhat ☐	No ☐	
		xvi. (If relevant) In the videotape, does the faculty member use current event examples to illustrate the issues and motivate the discussion?	Yes ☐	Somewhat ☐	No ☐	
		xvii. (If relevant) In the videotape, does the faculty member handle politically controversial issues in a balanced manner?	Yes ☐	Somewhat ☐	No ☐	
Marks obtained by the candidate under "Classroom Teaching"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
7.	*Use of Technology* *Maximum marks (18); Weightage (05%)*	i. Did the candidate submit a statement on their use of technology in teaching?	N/A	N/A	N/A	*Statement by the candidate on Use of Technology*
		ii. Does the faculty member use any of the modern technological tools listed below?	Yes ☐	Somewhat ☐	No ☐	
		iii. Does the faculty member assign any audiovisual materials as homework assignment or use them in the classroom?	Yes ☐		No ☐	
		iv. Does the faculty member use the flipped classroom approach?	Yes ☐		No ☐	
		v. Does the faculty member use an automated grading system, e.g., for in-class quizzes?	Yes ☐		No ☐	
		vi. Does the faculty member ask students to participate in a class blog or class-related social media pages?	Yes ☐		No ☐	

	vii.	Does the faculty member communicate with students through email list servers or other group arrangements?	Yes ☐		No ☐	
	viii.	Does the faculty member encourage or require assignments to be submitted electronically?	Yes ☐		No ☐	
	ix.	Does the faculty member use smart classroom technology for interactive learning?	Yes ☐		No ☐	
Marks obtained by the candidate under "Use of Technology"						**Total =**

S. No	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
8.	***Student interaction and mentoring*** *Maximum marks (16); Weightage (10%)*	i. Did the candidate provide a statement regarding their mentoring and student interaction activities?	N/A	N/A	N/A	*Statement by the candidate on mentoring and student interaction activities.*
		ii. Does the faculty member announce regular office hours in which students could see her/him for follow up questions or course-related help?	Yes ☐		No ☐	
		iii. In the videotape, does the faculty member try to create an interactive learning environment in which students feel comfortable in asking questions?	Yes ☐	Somewhat ☐	No ☐	
		iv. Does the faculty member make an attempt to link the subject to current events or other issues that might be of interest to students?	Yes ☐	Somewhat ☐	No ☐	
		v. (For faculty members advising graduate students) Does the faculty member have a clearly articulated system for supervising graduate students and research teams?	Yes ☐	Somewhat ☐	No ☐	
		vi. (For faculty members advising graduate students) Does the faculty member meet regularly	Yes ☐	Somewhat ☐	No ☐	

_____

		with their graduate student mentees?				
		vii. (For faculty members advising graduate students) Does the faculty member allocate a minimum of 8 hours per week on mentoring students outside of the classroom?	Yes ☐	Somewhat ☐	No ☐	
		viii. Does the faculty member participate personally in classroom blogs or class-related social media pages, e.g., by commenting on posts, raising issues, or providing guidance?	Yes ☐	Somewhat ☐	No ☐	
Marks obtained by the candidate under "*Student Evaluations*"						**Total =**

SN	Parameter	Check List	Response (Yes/Somewhat/No)			Attach softcopies of evidences with adequate title
9.	***Student Evaluations **** *Maximum marks (04); Weightage (20%)*	i. Has the university submitted student evaluations for the candidate faculty member?	Yes ☐		No ☐	*Student Evaluation Forms/Results*
		ii. Has the university provided evaluation averages across the entire universities and for the department and faculty of the candidate?	Yes ☐		No ☐	
Marks obtained by the candidate under "*Student Evaluations*"						**Total =**

* A template with questions for getting students' feedback on candidate's teaching is provided below. Universities can add more questions, as seem appropriate.

STUDENT FEEDBACK FORM

Name of Teacher: _____

Subject & Department: _____

University: _____

Date: _____

Note: *Each question carries equal marks, according to the criteria given below:*

Yes=2, Somewhat=1, No=0

SN	Parameter	Questions	Response		
1.	*Course Syllabus*	i. Does the syllabus list the expectations from the students?	Yes ☐		No ☐
		ii. Does the course ask students to read the assigned materials ahead of time?	Yes ☐		No ☐

_____

				Yes	Somewhat	No
2.	*Grading System, Tests, and Assignments*	i.	Do the quizzes reward preparation or insight?	Yes ☐	Somewhat ☐	No ☐
		ii.	Has the professor given in-class assignments?	Yes ☐		No ☐
		iii.	Has the professor given homework assignments?	Yes ☐		No ☐
		iv.	Do the students receive grades for completion of the assignments?	Yes ☐		No ☐
		v.	Does the grading system encourage students to act in ways as to achieve learning objectives?	Yes ☐	Somewhat ☐	No ☐
		vi.	Does the professor assign grades for class participation?	Yes ☐		No ☐
3.	*Lesson Plan*	i.	Is the volume of assigned readings for each lecture feasible for students to undertake?	Yes ☐		No ☐
		ii.	Does the lesson plan include homework assignments?	Yes ☐		No ☐
		iii.	Does the lesson plan include in-class assignments or quizzes?	Yes ☐		No ☐
		iv.	Does the lesson plan provide for active learning in the classroom?	Yes ☐	Somewhat ☐	No ☐
4.	*Classroom Teaching*	i.	Does the professor use PPTs?	Yes ☐	Somewhat ☐	No ☐
		ii.	Have the PPTs been made available to the students?	Yes ☐		No ☐
		iii.	Is the length of the PPTs suitable for the time allotted for the lecture?	Yes ☐		No ☐
		iv.	(If relevant) was the mathematical/ quantitative problem explained effectively to students?	Yes ☐	Somewhat ☐	No ☐
		v.	(If relevant) does the faculty member use current event examples to illustrate the issues and motivate the discussion?	Yes ☐	Somewhat ☐	No ☐
		vi.	(If relevant) does the faculty member handle politically controversial issues in a balanced manner?	Yes ☐	Somewhat ☐	No ☐
5.	*Use of Technology*	i.	Does the faculty member assign any audiovisual materials as homework assignment or use them in the classroom?	Yes ☐		No ☐
		ii.	Does the faculty member use the flipped classroom approach?	Yes ☐		No ☐
		iii.	Does the faculty member use an automated grading system, e.g., for in-class quizzes?	Yes ☐		No ☐

		iv. Does the faculty member ask students to participate in a class blog or class-related social media pages?	Yes ☐		No ☐
		v. Does the faculty member communicate with students through email list servers or other group arrangements?	Yes ☐		No ☐
		vi. Does the faculty member encourage or require assignments to be submitted electronically?	Yes ☐		No ☐
		vii. Does the faculty member use smart classroom technology for interactive learning?	Yes ☐		No ☐
6.	*Student Interaction & Mentoring*	i. Does the faculty member announce regular office hours in which students could see her/him for follow up questions or course-related help?	Yes ☐		No ☐
		ii. Does the faculty member try to create an interactive learning environment in which students feel comfortable in asking questions?	Yes ☐	Somewhat ☐	No ☐
		iii. Does the faculty member make an attempt to link the subject to current events or other issues that might be of interest to students?	Yes ☐	Somewhat ☐	No ☐
		iv. (For faculty members advising graduate students) Does the faculty member meet regularly with their graduate student mentees?	Yes ☐	Somewhat ☐	No ☐
		v. (For faculty members advising graduate students) Does the faculty member allocate a minimum of 8 hours per week on mentoring students outside of the classroom?	Yes ☐	Somewhat ☐	No ☐
		vi. Does the faculty member participate personally in classroom blogs or class-related social media pages, e.g., by commenting on posts, raising issues, or providing guidance?	Yes ☐	Somewhat ☐	No ☐
Total Marks obtained by the teacher					**Total:**