

**QUESTIONNAIRE FOR THE ACADEMIC STAFF (TEACHERS')  
SELF-EVALUATION**

The purpose of teachers' self-evaluation is to explore their views on the quality of teaching and the impact that teaching has on student learning in all faculties at the University "Fehmi Agani" in Gjakova. The questionnaire is made up of 45 questions with five options (Likert scale), of which you can mark one.

You have the opportunity to write a comment or feedback at the end of this questionnaire. Thank you for your time on completing the questionnaire.

**General information**

<b>Academic ranking</b>		√	X
<b>a</b>	Assistent		
<b>b</b>	Lecturer		
<b>c</b>	Professor Assistent		
<b>d</b>	Associate Professor		
<b>e</b>	Full professor		

<b>Engaged as</b>		√	X
<b>a</b>	Full time		
<b>b</b>	Part time		

<b>Faculty of .....</b>		√	X
<b>a</b>	Education		
<b>b</b>	Philology		
<b>c</b>	Medicine		

<b>Program</b>		√	X
<b>a</b>	Primary		
<b>b</b>	Preschool		
<b>c</b>	Albanian Language and Literature		
<b>d</b>	Midwifery		
<b>e</b>	Nursing		

**Age:** \_\_\_\_\_

**Teaching experience:** \_\_\_\_\_

<b>JOB CONDITIONS</b>		<b>Strongly agree</b>	<b>Agree</b>	<b>Don't know</b>	<b>Disagree</b>	<b>Strongly disagree</b>
1	Spaces and conditions for teaching are satisfactory (projector, laboratories, table, board, chairs, etc.).					
2	The supportive workplace conditions offered by the University are satisfactory.					
3	The number of students in relation to the available spatial capacity is satisfactory.					
4	The given student enrollment quota for the general needs of the society is appropriate.					
5	Opportunities to engage in scientific research in relation to your teaching load are adequate.					
6	The number of exam deadlines/terms per academic year is sufficient.					
7	The work of the management / dean of your institution is adequate.					
8	In case of difficulties and challenges I meet, I have the support of management.					
<b>SELF-EVALUATION</b>						
<b>TEACHING SKILLS</b>		<b>Strongly agree</b>	<b>Agree</b>	<b>Don't know</b>	<b>Disagree</b>	<b>Strongly disagree</b>
1	My knowledge of the teaching field is solid and up to date.					
2	The lectures are clear, well structured and facilitate students' learning.					
3	Teaching methods support the student in his/her learning and progress.					
4	Learning outcomes are clearly formulated in the syllabus and communicated to students in a timely manner.					
5	During teaching I apply different learning methods.					

<b>MOTIVATION AND COMMUNICATION</b>		<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>
1	I encourage and incite students to be as active as possible in the learning process.					
2	I am ready to answer students' questions in class.					
3	The working atmosphere is created with mutual communication during the learning process.					
4	Based on personal experience on teaching methodology about trainings and literature, I continuously update the teaching process.					
5	I am flexible in students' demands for the organization of the lesson (PPT, face to face teaching, video, etc.).					
6	Depending on the students' needs for learning, I organize additional work (materials, assignments, classes, etc.).					
<b>PREPARATION AND ORGANIZATION</b>		<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>
1	I prepare teaching materials and they are accessible to students.					
2	I clearly communicate to the students the deadlines for certain activities such as: assignments, projects, pre-assessment tests, seminar papers, practical exercises, etc.					
3	I take into account student assessment in improving teaching.					
4	I prepare for the learning process on time.					
5	I regularly attend the learning process physically or online.					
6	I have difficulties to access on lectures.					
7	SMU (university managerial system) provides record-evidence of students' participation in the virtual classroom.					
8	During the pandemic I developed the teaching units according to the syllabus without any problems.					

9	To make the lectures / exercises more understandable for the students, I use examples, tables, diagrams, etc.					
10	I take into account the time required for students to complete their assignments.					
11	In the final assessment I consider the student's contribution to each activity throughout the semester.					
<b>PROFESSIONAL DEVELOPMENT</b>		<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>
1	UFA in Gjakova supports academic staff to participate in scientific conferences.					
2	UFA in Gjakova supports activities aimed at developing academic staff.					
3	To eliminate the difficulties of using the online platform, I have collaborated with colleagues and the IT office.					
4	I have participated in trainings for new teaching methods.					
5	I continuously improve abilities in foreign languages.					
<b>ADMINISTRATION AND SERVICES</b>		<b>Always</b>	<b>Often</b>	<b>Sometimes</b>	<b>Rarely</b>	<b>Never</b>
1	Is the dean open to your remarks, suggestions and requests?					
2	Is the vice dean open for your remarks, suggestions and requests?					
3	Is the department principle/manager in constant contact with your requirements?					
4	Do the faculty administration services respond to your requests?					
5	Do central administration services respond to your requests?					
6	Do Internet services meet your requirements?					
7	Do SMU services meet your requirements?					
8	Does the content and design of the University website meet your requirements?					

9	Does the content of the academic unit's website meet your requirements?					
10	Does hygiene in facilities, offices and classrooms meet your requirements?					

**Your additional comments:**

Thank you for your time!