



# Instructor Use of Time

**Instructions.** Use this rubric as a guide for completing the online Instructor Evaluation Form. Select the options on the form that best match the instructor candidate's performance.

1 - Unacceptable	2 - Needs Improvement	3 - Satisfactory	4 - Exceptional
<p><b>Definition:</b> The instructor demonstrates poor time management, frequently running out of time before covering all necessary material or spending too much time on less relevant topics. Sessions often start late or run over the allotted time.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Fails to cover all planned topics or objectives within the allotted time.</li> <li>• Frequently starts sessions late or extends beyond the scheduled time.</li> <li>• Inefficient allocation of time to various topics, neglecting key areas.</li> <li>• Shows no evidence of a structured or timed lesson plan.</li> </ul>	<p><b>Definition:</b> The instructor shows basic time management skills, covering most material within the allotted time but may occasionally run over or start late. Some topics may not be given adequate time, affecting overall comprehension.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Covers most, but not all, planned topics or objectives within the allotted time.</li> <li>• Occasionally starts sessions late or slightly extends beyond scheduled time.</li> <li>• Shows uneven allocation of time to topics, with some key areas receiving insufficient focus.</li> <li>• Uses a basic structured or timed lesson plan, but adherence is inconsistent.</li> </ul>	<p><b>Definition:</b> The instructor effectively manages time, ensuring that all planned material is covered within the allotted time. Sessions start and end as scheduled, and time is allocated efficiently across topics.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Successfully covers all planned topics or objectives within the allotted time.</li> <li>• Consistently starts and ends sessions on time.</li> <li>• Allocates time efficiently to various topics, ensuring adequate coverage and comprehension.</li> <li>• Adheres to a well-structured and timed lesson plan.</li> </ul>	<p><b>Definition:</b> The instructor excels in time management, optimizing the use of allotted time to enhance learning outcomes. Sessions are perfectly paced, starting and ending precisely on schedule, with every topic receiving appropriate focus and depth.</p> <p><b>Indicators:</b></p> <ul style="list-style-type: none"> <li>• Expertly covers all planned topics or objectives within the allotted time, with added depth where beneficial.</li> <li>• Perfectly starts and ends sessions on time, every time.</li> <li>• Demonstrates exceptional allocation of time to various topics, ensuring comprehensive coverage and deep understanding.</li> <li>• Utilizes a detailed, well-structured, and strictly adhered-to timed lesson plan, allowing for flexibility and adaptation as needed.</li> </ul>