

**Work-order of the Coordination Committees' on the  
"Excellence Award in Teaching at Yerevan State University"**

1. While exercising its authority defined by the YSU Rector's order 221/120 on 27 November, 2019, the Coordination Committee (hereafter Committee) on nomination of "Excellence Award in Teaching at Yerevan State University" operates in accordance with the above-mentioned order of YSU Rector and the current work-order.
2. The Committee holds sessions aimed at carrying out activities on candidates' nominations, winner's selection and other organizational tasks. The Committee session is authorized to adopt resolutions if 2/3 of the list members are present. The decisions are made by the votes of present members with the principle of simple majority.
3. Based on the Contest results the Committee makes one of the following decisions:
  - a) Selects the winner and confers the award
  - b) Regards the Contest as failed
  - c) Acknowledges no winner in the Contest
4. The Committee's decisions on the Contest winners are not a subject to publication until the day of the award ceremony.
5. The Committee members are informed on convening a recurrent session not late than 3 working days before, whereas notification on a special session is sent not late than 1 hour prior. The information on the Committee sessions is delivered to members by telephone or e-mail. Upon decision of the Committee the session proceedings are recorded.
6. The Committee may conduct observation of the winner's class activities in an unanticipated manner. The Committee may decide to involve experts in the class observations. The observations and their analysis are done by interpreting the outcomes of the *class evaluation checklist* provided in Appendix 1.
7. The candidates are assessed by the system of 100 points based on the nominations' standards described below:

A) Nominations in Physic-mathematical and Natural Sciences Specialties

**Table 1**

<i>Assessment Standards</i>	<i>Point</i>
The nominated candidate's students' scores	25%
Use of up-to-date teaching methods	25%
Letters of reference	25%
Class observations	25%

B) Nominations in Philological Specialties and Social Sciences

**Table 2**

<i>Assessment Standards</i>	<i>Point</i>
The nominated candidate's students' scores	20%
Use of up-to-date teaching methods	20%
Letters of reference	10%
Class observations	30%

**CLASS EVALUATION CHECKLIST**

Teacher \_\_\_\_\_  
 Course \_\_\_\_\_  
 Academic Year \_\_\_\_\_  
 Class observer(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Number of Students \_\_\_\_\_  
 Date \_\_\_\_\_

- Assessment Scale
- 4 – Excellent
  - 3 – Good
  - 2 – Satisfactory
  - 1 – Bad
  - 0 – Not certain/ Hard to assess

N	Aspects of Observation	Assessment score				
<i>Introduction and Orientation</i>						
1.	Explains the aim and objectives of the learning material	4	3	2	1	0
2.	Presents links with the previously taught material	4	3	2	1	0
3.	Explains the role of the learning material within the study subject	4	3	2	1	0
<i>Students' Involvement</i>						
4.	Asks questions and expects answers	4	3	2	1	0
5.	Raises rhetoric questions (as part of discussion)	4	3	2	1	0
6.	Requires the students to participate in discussion	4	3	2	1	0
<i>Attitude</i>						
7.	Is interested and motivated by the subject	4	3	2	1	0
8.	Arouses interest towards the subject among students	4	3	2	1	0
9.	Refers to the students with respect	4	3	2	1	0
<i>Teaching Method</i>						
10.	Uses audio-visual material (e.g. Power Point presentation), supplementary teaching materials, equipment	4	3	2	1	0
11.	Applies different methods of teaching	4	3	2	1	0
12.	Emphasizes the transitions between sections of study material	4	3	2	1	0
13.	Highlights what is basic, fundamental	4	3	2	1	0
14.	Has the ability to explain clearly and precisely	4	3	2	1	0
15.	Provides concrete and practical examples	4	3	2	1	0
16.	Keeps eye contact with the class	4	3	2	1	0
17.	Keeps an adequate pace	4	3	2	1	0
18.	Writes distinctly	4	3	2	1	0
19.	The applied teaching methods allow the realization of the lesson goals	4	3	2	1	0
<i>Summary</i>						
20.	Focuses on the lesson conclusions	4	3	2	1	0

21.	Responds to the raised questions	4	3	2	1	0
22.	Completes the lesson in time	4	3	2	1	0
<i>Manner</i>						
23.	Enters the classroom in time	4	3	2	1	0
24.	Has a presentable appearance	4	3	2	1	0
25.	Has well-structured speech	4	3	2	1	0

Additional remarks

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