

THE ANNUAL JESIE HONORS CEREMONY

We would like to express our sincere gratitude and appreciation to all our teachers for the outstanding work they have done and continue doing this year. We will have our Annual Honors Ceremony at the JESIE annual party in January 2018 to recognize the accomplishments of our teachers, to promote career development, and to enhance cohesion between our foreign teachers.

JESIE Award Details and Nominations:

1. Qualifications:

- ✓ Full time teacher at JESIE
- ✓ Verified amount of working time
- ✓ Outstanding professionalism and work ethic

2. Awards:

- ✓ JESIE Teacher of the Year Award
- ✓ JESIE Award for Outstanding Contribution
- ✓ JESIE Most Popular Teacher Award

3. Bonus: Certificate of Honor and bonus

4. Award Selection Criteria

1) JESIE Teacher of the Year Award

- Professionalism, excellent teaching skills and consistent positive feedback
- Strong sense of responsibility, honor and loyalty

2) JESIE Award for Outstanding Contribution

- Excellent classroom performance
- Active participation and assistance in the development and management of JESIE projects

3) JESIE Most Popular Teacher Award

- Positive feedback from students
- Excellent rapport with Chinese teachers and JESIE staff
- Good team player

5. Award Selection Procedure

- 1) Foreign teachers must complete the JESIE Foreign Teacher Annual Assessment Form and return it to the relevant department before **December 1st, 2017**.
- 2) Department heads and coordinators will conduct a preliminary screening by 1) collecting feedback from program schools, 2) collecting teacher performance evaluation reports, 3) assessing general teacher performance throughout the year, 4) completing the JESIE Foreign Teacher Evaluation Form, 5) choosing the candidate and the suitable award. When the preliminary screening is complete, the relevant department heads must submit the JESIE Foreign Teacher Annual Assessment Form, along with the JESIE Foreign Teacher Evaluation Form, to the Department of Foreign Teacher Recruitment, before **December 8th, 2017**.
- 3) The Department of Foreign Teacher Recruitment will integrate all of the appraisals and report the results to the JCIE leaders who will draft the final list of winning candidates before **December 15th, 2017**. The final list will then be submitted to the directors of JESIE for approval.
- 4) The winning candidates will be commended at the Honors Ceremony, along with the JESIE staff, and the Certificate of Honor and bonus will be awarded.

Appendix A: JESIE Foreign Teacher Annual Assessment Form

Appendix B: JESIE Foreign Teacher Evaluation Form

APPENDIX A

江苏国际预科学院外籍教师年度考核表

JESIE FOREIGN TEACHER ANNUAL ASSESSMENT FORM

姓 名 Name		性 别 Gender		出生年月 D.O.B.	
国 籍 Nationality		工作部门及岗位 Department & Position			
本人年终总结(Annual Report): 					

建议与意见 (Suggestions to JESIE):

<p>相关部门负责人意见 Department Heads & Coordinators</p>	
<p>外教引进部意见 Dep. of Foreign Teacher Recruitment</p>	
<p>预科学院院长意见 President of JCIE</p>	
<p>中心领导意见 JESIE Director</p>	

JESIE FOREIGN TEACHER EVALUATION FORM

Category	Standards	Excellent (5 points)	Good (4 points)	Average (3 points)	Poor (2 points)
General Performance	■ Performance and fulfillment of contract				
	■ Abides by the codes and regulations (no delinquent behaviors such as excessive drinking)				
	■ Proper work attitude				
	■ Cooperative relationship with each department				
Teaching Performance	■ Able to accomplish teaching tasks (adequate hours of teaching)				
	■ Volunteers/willingly accepts temporary arrangements and/or extra teaching hours				
	■ Hands in lesson plans and reports on time				
	■ Informative content in lesson plans and reports				
	■ No late arrival, early departure or absences etc.				
	■ Adequate preparation before class, gives classes with lesson plans and teaching aids				
	■ Proper teaching (follows the syllabus and teaching plans)				
	■ Active atmosphere in class; welcomed by students				
	■ Orderly classes				
	■ Good teaching attitude, answers questions with patience				
	■ Various teaching methods				
	■ Feedback on teaching quality (including feedback on classes and homework)				
Performance in Teaching, Research and Other Activities	■ Cooperates and participates in teaching and research actively and contributes innovative ideas				
	■ Active learning attitude and participation in training seminars and other teaching and research activities				
	■ Cooperates and participates in teaching activities (interest groups, extracurricular activities etc.)				
	■ Active participation in other activities such as Foreign Teachers' Day				
	Total				

Recommended award and reasons (written by department heads and coordinators):