

MEMORANDUM

To: Mr. Kwanta, Lecturer

Cc: Dr. Chayo, Department Chair

From: Elizabeth Elie, Academic Committee

Date: August 18, 2025

Subject: Approval of Your Professional Development Stipend Based on Teaching Evaluation Results

Dear Mr. Kwanta,

The Academic Committee has completed its review of your student teaching evaluations for the most recent term. This memorandum presents the findings of that review, states the committee's conclusion regarding your eligibility for the professional development stipend, and outlines the steps you will need to take next. Dr. Chayo, as department chair, is copied on this memorandum for his records.

Findings

Your evaluation consisted of ten items, each rated by students on a five-point scale. Each item received 59 responses. For every item, a weighted mean was calculated by multiplying each rating value by the number of students who selected it, summing those products, and dividing by the 59 total responses. For example, Item 1 received two ratings of 1, five ratings of 2, ten ratings of 3, twenty-three ratings of 4, and nineteen ratings of 5, producing a total of 229 rating points and a mean of 3.88. Each of your item means was then compared with the corresponding department group mean for the same term.

The results of that comparison are shown below.

Item	Mr. Kwanta's Mean	Department Group Mean	Above Group Mean?
1	3.88	3.70	Yes
2	4.22	4.13	Yes
3	3.75	3.85	No
4	3.97	4.03	No
5	4.05	4.02	Yes
6	3.24	2.81	Yes
7	4.02	3.92	Yes
8	3.69	3.59	Yes
9	3.88	4.32	No
10	3.78	3.52	Yes
Overall	3.85	3.79	Yes

Note. Each item mean is based on 59 student responses. The overall figures are the averages of the ten item means.

Your scores exceeded the department group mean on seven of the ten evaluation items, and your overall mean of 3.85 was higher than the department group mean of 3.79. Your strongest results relative to your colleagues appeared on Item 6, where you scored 0.43 points above the group mean, Item 10, where you scored 0.26 points above, and Item 1, where you scored 0.18 points above. These margins indicate consistent strength across the majority of the areas measured.

Three items fell below the department group mean and represent the areas the committee recommends you focus on. Item 9 shows the largest shortfall at 0.44 points below the group mean, making it your clearest area for improvement. Item 3 fell 0.10 points below the group mean and Item 4 fell 0.06 points below; both gaps are narrow, but they are the only other areas where your ratings trailed those of your colleagues. The committee also notes that Item 6 produced your lowest absolute score at 3.24, even though it was well above the group mean of 2.81. This suggests that Item 6 was rated low across the department as a whole and may warrant attention even though your relative performance on it was strong.

Conclusion

Because your overall mean exceeded the department group mean and you scored above the group mean on a majority of the evaluation items, you meet the stated standard for automatic approval of the professional development stipend. The committee has therefore approved your stipend for the evaluated term. No further review or appeal is required on your part to establish eligibility.

Recommendation

Approval of the stipend is not the end of the process. The stipend is awarded so that it can be applied toward professional development training, and you will need to take action to claim and use it. The committee recommends the following steps.

First, enroll in the department's professional development training program for the upcoming term and apply the stipend toward the cost of that enrollment. Second, when selecting your training modules, prioritize those that address the competencies measured by Item 9, since that item shows the widest gap between your results and the department group mean and will yield the greatest improvement in your next evaluation. Third, select a secondary module covering the competencies measured by Items 3 and 4, where your scores trailed the group mean by smaller margins. Fourth, continue the instructional practices that produced your strong results on Items 1, 6, and 10, as the evaluation data indicate these are working well for your students.

Please contact the Academic Committee to confirm your enrollment and module selections so that the stipend can be released and applied to your registration. If you would like to review the item-level results in more detail or discuss which training modules best match the areas identified above, the committee is glad to meet with you at your convenience.

Sincerely,

Elizabeth Elie
Academic Committee