

## Faculty Member's Self Appraisal Form

\_\_\_\_\_  
Name of Faculty Member

\_\_\_\_\_  
Date

### Instructions

Thoughtful self-evaluation can help improve teaching effectiveness. This evaluation is designed for that purpose. You are asked to look at your own performance as a faculty member. At your option, more items may be added. Use the back of this form for any written comments that might record any unusual circumstances that relate to your teaching performance.

Please use the following rating scale:

- 0 - Unable to judge.
- 1 - Needs improvement in performance.
- 2 - Meets expected performance criteria marginally.
- 3 - Meets expected performance criteria and has documented evidence of productivity.
- 4 - Exceeds performance criteria frequently and has documented evidence of productivity
- 5 - Exceeds expected performance criteria consistently and has documented evidence of productivity.

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. I state the course objectives and grading procedures clearly in each course syllabus.	( )	( )	( )	( )	( )	( )
2. I prepare well-planned and organized presentations for each class.	( )	( )	( )	( )	( )	( )
3. I am confident of my comprehensive knowledge and mastery of the subject matter of each course that I teach.	( )	( )	( )	( )	( )	( )
4. I encourage critical thinking and analysis in my classes	( )	( )	( )	( )	( )	( )

- |     |  | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|-----|--|----------|----------|----------|----------|----------|----------|
|     |  | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 5.  | I encourage my students to seek my help outside of class on a regular basis for the tutorial assistance and conference time they need to support and enhance their academic success. | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 6.  | I prepare comprehensive and current syllabi and course outlines for all classes.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 7.  | I am respectful to students at all times, demonstrating acceptance of diverse viewpoints and beliefs or opinions different from my own.  | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 8.  | I speak and write clearly in all educational settings and activities settings.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 9.  | I serve competently in completing all departmental, Schools/College, and University responsibilities assigned to me.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 10. | I work cooperatively and effectively with departmental colleagues.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 11. | The faculty member works cooperatively and effectively with school/college colleagues.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 12. | I work cooperatively and effectively with University administration and staff.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 13. | I works in a positively collaborative to handle conflict, dissent, and dissonance in the University setting.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 14. | I participates actively in discussions with colleagues about course content, various teaching methods, and other appropriate academic and professional matters.                      | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |

- |     |  | <u>0</u> | <u>1</u> | <u>2</u> | <u>3</u> | <u>4</u> | <u>5</u> |
|-----|--|----------|----------|----------|----------|----------|----------|
| 15. | I applies ideas creatively from current research and scholarship to teaching, to academic endeavors, and to professional duties.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 16. | I maintains timely and accurate records on student performance and other kinds of required evaluation criteria set forth by the University, the department, accreditation agencies, etc. | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 17. | I engages in professional activities that contribute to professional growth and improvement (e.g. travel for research, workshops, conferences, seminars, artistic presentations, etc.)   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 18. | I presents scholarly papers and products of research at local, state, and national meetings.   | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 19. | I demonstrate research skills by writing grants proposals and/or writing for publication.  | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |
| 20. | I serve actively as a resource person for community organizations, school systems, etc.  | ( )      | ( )      | ( )      | ( )      | ( )      | ( )      |