

Self-Evaluation Form - Teaching Faculty

Employee's Name: _____

Year: _____

- I. For each goal from your Annual Goals form (2007 - 2008), please describe the activities that allowed you to obtain or make progress toward that goal. (If there are activities ahead that will occur before the next academic year begins, please include them in your discussion.)
- II. Using results from your student evaluations, cite and comment on the highest and lowest ratings you received and your plans for improving performance in any area. In addition, feel free to discuss your teaching methods and/or philosophy of teaching in regard to the information you received from students.
- III. What is the retention rate and grade distribution in each course you teach? If available and applicable, compare your retention rate and grade distribution to corresponding courses within your department, program area, or to previous years. Comment on the data and any plans that you have for improvement.
- IV. Discuss any other relevant factors that you would like to comment on in your area (e.g., transfer GPA, accomplishments not covered by your goals, novel instructional methods, nursing test scores, formal or informal student feedback, job placement rates, awards received, etc.).
- V. The items below represent faculty duties and responsibilities that are required by Board of Regents policy. If you have fulfilled each of them, check **YES**; if there are any that you have not fulfilled, check **NO**.

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|-------|------------|-------|-----------|---|
| _____ | YES | _____ | NO | 1. Directs and evaluates the learning experience of students. |
| _____ | YES | _____ | NO | 2. Provides students and division chair with course syllabi and/or course outline. |
| _____ | YES | _____ | NO | 3. Maintains required number of office hours per week for student access. |
| _____ | YES | _____ | NO | 4. Counsels/provides guidance to students as necessary and as appropriate. |
| _____ | YES | _____ | NO | 5. Participates in the planning/evaluation of the program in subject area assigned. |
| _____ | YES | _____ | NO | 6. Meets classes on time and holds for specified time. |
| _____ | YES | _____ | NO | 7. Maintains required number of hours per week within work area. |
| _____ | YES | _____ | NO | 8. Advises students in regard to college policies relevant to classes or programs. |
| _____ | YES | _____ | NO | 9. Provides for the care and security of college property. |
| _____ | YES | _____ | NO | 10. Maintains accurate student records. |
| _____ | YES | _____ | NO | 11. Submits required reports and records in an appropriate and timely manner. |
| _____ | YES | _____ | NO | 12. Maintains a professional rapport with other employees and students. |
| _____ | YES | _____ | NO | 13. When unable to meet class, provides timely notification and provides information for substitutes if possible. |
| _____ | YES | _____ | NO | 14. Attends called meetings and commencement. |
| _____ | YES | _____ | NO | 15. Assists in advising and registering students. |
| _____ | YES | _____ | NO | 16. Attends committees to which appointed or elected. |
| _____ | YES | _____ | NO | 17. Participates in in-service. |
| _____ | YES | _____ | NO | 18. Stays abreast of new knowledge and skills within the field. |
| _____ | YES | _____ | NO | 19. Has made appropriate progress toward annual goals. |
| _____ | YES | _____ | NO | 20. Prepares a comprehensive self-evaluation annually. |

Explain any requirements that you have not fulfilled (attach comments to Self-Evaluation form).

Employee's Signature

Date

Supervisor's Signature

Date