



**Faculty Self-Evaluation Form**

Name: \_\_\_\_\_ Year: \_\_\_\_\_

Division: \_\_\_\_\_ Department: \_\_\_\_\_

**Instructions:** This form is to be used by faculty to: (1) report progress on goals established in the previous year, (2) document significant accomplishments in the areas of instruction, professional development and service during the year, (3) reflect upon their instructional effectiveness, and (4) establish goals and distribution of effort for the coming year.

For general sections I-IV, the faculty member will rate his/her effectiveness using this scale where: E=Excellent, S=Satisfactory, and U=Unsatisfactory.

*Only one category may be rated as excellent.*

**I. Goals and Summary of Progress Toward Goals** listed in last self-evaluation.

Goals should address all major job responsibilities.

Empty box for goals and progress summary.

**II. Instruction: (70%)**

Rate your own effectiveness as .....  (E)  (S)  (U)

Do not include activities documented in Section I in reporting on progress toward prior year's goals.

**A. Summary of Other Significant Achievements Related to Improving Instructional Effectiveness**

*(Course/curriculum development and/or improvement development/revision of class materials, new class activities, significant change in assessment methodologies, classroom management techniques, etc. Do not include expected /routine activities such as preparing syllabi, selecting textbooks, etc.)*

Empty box for other significant achievements.

**B. Describe your involvement in institutional initiatives relative to instruction.**

*(Critical Thinking, Discipline Student Learning Outcomes Assessment, Instructional Technology adoption, Student engagement, Accessibility, Early Alert, High Impact Practices, etc.)*

Empty box for involvement in institutional initiatives.



**C. Response to Evaluations by Students (Student Evaluation of Faculty) and Peers (Classroom Observation or Review of Course Materials)**

**III. Professional Development (including Scholarship, Creative Activities and Research): (5%)**

Rate your own effectiveness as .....  (E)  (S)  (U)  
Do not include activities documented in Section I in reporting on progress toward prior year's goals.

**A. Summary of Professional Development Activities** (*Self-study, publications, active involvement with professional organizations, advanced course work, presentations, attendance/participation in conferences/seminars, etc.*)

**IV. Service to the Institution and Community: (15%)**

Rate your own effectiveness as .....  (E)  (S)  (U)  
Do not include activities documented in Section I in reporting on progress toward prior year's goals.

**A. Summary of Service to Division/Department** (*Special Projects, committees, leadership activities, etc.*)

**B. Summary of Advising Activities:**

*(Describe your level of involvement with Advising Training, New Student Orientation, Academic Discipline Information Sessions, Development of Individual Academic Plans, Retention/Completion Strategies, individual advising appointments, Early Alert follow-up, etc.)*



**C. Summary of Service to the Institution and Community:**

**D. Summary of Service to Students:** *(outside the classroom, extracurricular activities, service learning, tutoring, etc.)*

**V. Collegiality & Contribution to College Goals (10%)** Demonstration of a willingness and ability to work effectively and in a professional manner that supports the College and the academic unit. Examples might include cooperating to carry out work assignments, building collaborations, mentoring others, demonstrating professionalism in service to the College and communities in the service area.

Rate your own effectiveness as .....  (E)  (S)  (U)

Do not include activities documented in Section I in reporting on progress toward prior year's goals.

**VI. Goals for Next Evaluation Cycle:**

*(Do not list routine tasks or job expectations as goals. Goals should address outcomes/activities over and above normal expectations in instruction, service to students, professional development, and/or institutional/community service).*

One or more goals per category: Instruction, Professional Development/Scholarship, Service to Students (including advising), and Outreach to Assist College and Community.