

Self Evaluation for Faculty

Self Evaluation Worksheet: The statements and ratings below are to be used as a checklist; they are not meant to represent all of what you do, nor are they meant to represent required duties and responsibilities – part time faculty will mark “Not Applicable” more often than full time faculty.

Classroom Teaching and Methodology

Statement	Rating Check Best Answer	Explanation/Details/Examples
My courses reflect the official course titles and descriptions from the NCCCS.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
My courses have established student learning outcomes.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I use appropriate and varied tools for evaluating and assessing student learning outcomes. I teach my courses using materials and activities that engage student learning (i.e. textbooks, readings, supplies, field trips, speakers).	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I teach my courses using materials and activities that engage student learning (i.e. textbooks, readings, supplies, field trips, speakers).	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
The pace and rigor of my classes are appropriate to the course level.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I enhance course content through the use of instructional technology (i.e. Moodle, podcasting, power point, multimedia, SmartBoards, etc).	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	

I am approachable and encourage my students to communicate with me.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I communicate ideas clearly, concisely, and effectively.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I demonstrate sensitivity to the learning styles/challenges of each student.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I design interconnected lessons that serve the course goals.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I return student work within an appropriate time.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I use class time efficiently.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	

Professional Responsibilities

Statement	Rating Check Best Answer	Explanation/Details/Examples
I submit required reports/documents in a timely manner (i.e. census rosters, attendance reports, grades, grade changes and incompletes).	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	

I respond to communication from colleagues (including faculty, classified staff and management) in a timely and professional manner.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I serve on college committees and/or state initiatives.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I provide student advising, as well as referral of students to student services when appropriate.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I make myself regularly accessible to students outside of class (i.e. office hours, email, phone calls), and respond to students in a timely manner.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I assist in outreach by promoting my college and by recruiting students and/or faculty and staff.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	

Professional Development

Statement	Rating Check Best Answer	Explanation/Details/Examples
I keep current in my field (i.e., by reading journals; attending exhibits, performances, conferences; taking classes, returning to industry). In doing so, I participate in at least two professional development activities each year.	<input type="checkbox"/> Always <input type="checkbox"/> Often <input type="checkbox"/> Sometimes <input type="checkbox"/> Rarely <input type="checkbox"/> Never <input type="checkbox"/> Not sure/Not applicable	
I am a member of a professional organization.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

What new effective classroom activities or pedagogical approaches have you used recently?

What are any awards, honors, achievements, or best practices you would like to share?

What were your major professional challenges this past year? How do you plan on addressing these challenges in the future? What support do you need in addressing these challenges?

What professional development activities do you anticipate pursuing in the near future?

What is one goal – professional or personal – you would like to accomplish during the upcoming year?

Please attach additional pages if needed.