

Annual Faculty Self Evaluation

[To complete form electronically, click or tab each (expandable) gray box.]

Faculty Member: _____

Fiscal Year: _____

For each question listed below, provide statements and / or documentation that indicate your accomplishments during this rating period. Your supervisor may request additional documentation for evidence of participation / performance.

A. Teaching and Learning

1. I teach assigned courses in areas of competency to accomplish the mission of the College.

Comments: _____

2. I facilitate the classroom instructional process, supporting the instructional / learning goals and objectives for each course.

Comments: _____

3. I effectively evaluate students to determine requisite skill; monitor progress toward course goals and objectives; assign final grades; and, assess knowledge, skills and attitudes for the purpose of granting credit.

Comments: _____

4. I provide out-of-class academic assistance to students who need and / or request it.

Comments: _____

5. I maintain accurate records of student attendance and grades and communicate them as needed on a timely basis to the appropriate College office.

Comments: _____

6. In a professional manner, I counsel and advise students in regard to their academic preparation and career goals.

Comments: _____

7. I actively work to retain students through quality classroom experiences, counseling and advising.

Comments: _____

8. I mentor and orient faculty and staff, as appropriate, demonstrating a commitment to equal opportunity and affirmative action concepts.

Comments: _____

9. I keep classroom and office hours as defined in the employee manual.

Comments: _____

B. Course and Curriculum Development

1. I select texts, supplemental documents, equipment, supplies and other learning resources.

Comments: _____

2. I develop supplemental instructional materials.

Comments: _____

3. I demonstrate appropriate use of current technology in the preparation, creation and delivery of instruction.

Comments: _____

4. I create and revise courses and / or curricula, as needed, that enhance the learning process and address emerging needs and opportunities.

Comments: _____

5. I maintain updated course syllabi and lesson plans, as needed, according to Employee Manual.

Comments: _____

6. I maintain laboratory and other equipment applicable to area of instruction.

Comments: _____

C. Professional Development

1a. I remain current within the field(s) of assigned instruction, related occupational areas and technologies.

Comments: _____

1b. List additional certifications / credentials earned during the current evaluation period.
(Documentation provided to Human Resources: Yes No)

2. I acquire, maintain and apply knowledge of current instructional methodologies and materials.

Comments: _____

3. I attend scheduled department, campus, and College professional development and in-service activities.

Comments: _____

4. I support related professional organizations by attending meetings and serving as an officer when appropriate.

Comments: _____

5. I participate in the annual faculty evaluation process in compliance with College procedures.

Comments: _____

6. I acquire a complete working knowledge of the Catalog, Student Handbook, and Employee Manual.

Comments: _____

D. Student Support

1. I behave courteously and professionally towards students, respecting their rights and access to educational opportunities.

Comments: _____

2. I participate in the registration process by advising / assisting students in preparing schedules.

Comments: _____

3. I assist in the recruitment, selection, orientation and evaluation of potential students, demonstrating a commitment to equal opportunity and affirmative action concepts.

Comments: _____

4. I assist in formal and informal placement activities that facilitate student employment.

Comments: _____

5. I support student activities through attendance and participation.

Comments: _____

E. College and Community Service

1. I assist in the recruitment and selection of College personnel, as assigned, demonstrating a commitment to equal opportunity and affirmative action concepts.

Comments: _____

2. I participate in accreditation, assessment and performance funding processes within the College.

Comments: _____

3. I support and participate in College / Department committees, organizations and / or task forces to make recommendations for the decision-making processes of the College.

Comments: _____

4. I provide input and / or assistance in the preparation of quarterly schedules, faculty assignments, and budgets.

Comments: _____

5. I attend commencement exercises and participate in College programs.

Comments: _____

6. I develop and maintain positive and cooperative relationships with colleagues within the assigned academic department and other units of the College.

Comments: _____

7. I strengthen relationships between the college and community through program advisory committee support and / or appropriate community outreach activities.

Comments: _____

8. I comply with any reasonable oral or written directives of the Department Chairperson, Dean of Instruction, and / or other appropriate administrator.

Comments: _____

9. I display a high level of effort and commitment to performing work; operate effectively within the organizational structure; demonstrate trustworthiness and responsible behavior.

Comments: _____

F. Other Duties

If other duties were performed as a college assignment, attach a description of the duties with documentation on how completely, efficiently, and adequately the duties were performed.

Comments: _____