

SELF-EVALUATION FORM

NAME: _____ EVALUATION YEAR: 20____ - 20____

DEPARTMENT: _____

Part One: Teaching and Advising

A. Teaching

Fall Semester

	Course Number	Title of Course	Credits	Workload Credits	Number of Students
1					
2					
3					
4					
5					
6					

Winter III

	Course Number	Title of Course	Credits	Workload Credits	Number of Students
1					

Spring Semester

	Course Number	Title of Course	Credits	Workload Credits	Number of Students
1					
2					
3					
4					
5					
6					

Workload Credit Summary:

Total teaching credits: _____

Did you earn workload credits for other activities? ___ NO ___ YES (No. of credits: _____)

If yes, please describe these activities, and please outline how you balance required credits over time:

Please describe other responsibilities that contribute to your workload and that you would like to bring to the attention of the Personnel Committee:

Total Workload Credits (Teaching + Other): _____

Materials Used to Evaluate Excellence in Teaching.

Key requirements for excellence in teaching (as described in the Handbook) are listed in the chart below, along with the materials used to evaluate each aspect of performance. Note that some of the resources that could be used for evaluation will remain in possession of the faculty member, available to the Personnel Committee upon request.

Please include with your self-evaluation syllabi for all courses taught during the period under evaluation. The Personnel Committee also asks that you maintain, for courses taught during the past three years, representative examples of handouts, assignments, and texts.

Requirement	Location of materials	
	Personnel Committee	Faculty
A concern for the students' total learning experience	Course Syllabi Course Evaluations Self Evaluation Dept / Div Chair Eval.	Examples of course materials.
Accessibility to students for providing advice, counsel, and other professorial services.	Course Syllabi Course Evaluations Self Evaluation Dept / Div Chair Eval.	
Communication of expectations, objectives, and organization to students.	Course Syllabi Course Evaluations Self Evaluation Dept / Div Chair Eval.	Examples of course materials
Maintenance of high academic standards.	Course Syllabi Course Evaluations Self Evaluation Dept / Div Chair Eval. Grades	Examples of course materials.
Serves as a role model for students by showing respect for people and exhibiting a love of knowledge and discipline, excitement for learning, and high academic standards.	Course Evaluations Self Evaluation Dept / Div Chair Eval.	
Reasonable flexibility in responding to student needs.	Course Evaluations Self Evaluation Dept / Div Chair Eval.	

Discussion of Teaching Effectiveness. Please discuss your teaching this year. What challenges did you face? What successes did you have? What changes do you anticipate making in the future? Please summarize your interpretation of your student course evaluations. Also, please respond to any concerns regarding teaching that were raised in your last Personnel Committee evaluation letter.

B. Advising: Please provide information on your advising activities.

Part Two: University Service

Please discuss your participation in University activities, committees, administrative duties, professional service to the community, other than those for which you received workload credit. Please include descriptions of any community service outside the University.

(For term contract faculty, substantial university service is not required for contract renewal, though it is required for promotion.)

Part Three: Professional Growth

Please list and date publications, creative work, presentations at professional meetings, grants, fellowships, and other scholarly activities since you last submitted a Self-Evaluation Form. Please be sure to attach copies of articles and other materials listed, where appropriate; the Personnel Committee will consider your file to be incomplete if these materials are absent. You are also required to submit an updated curriculum vitae. Please see the Appendix for an explanation of the sections below.

(For term contract faculty members, substantial achievement in professional growth is not required for contract renewal, although it is required for promotion.)

A. Publications or tangible creative work in any of the Boyer categories that have undergone formal peer-review (please provide sufficient identifying information)

B. Scholarship and creative work that has not undergone formal peer-review or that has undergone minimal peer review

C. Application of Knowledge (many of these items are recognized as professional service as well; see Application of Knowledge in Handbook Chapter 4.6.3.b for how service can rise to the level of scholarship; please note the emphasis on peer review)

D. Grants

Part Four: Current Year Goals

Please discuss your teaching, service, and professional goals for the current academic year.

Please discuss the ways in which the University can help you better in carrying out your plans.

Signature

_____ My mentor is: _____
Date

Appendix

Organizing the Self-Evaluation Form

- Please indicate for all categories where students were collaborators.
- Application of Knowledge is treated separately in Category C.
- This is not an exhaustive list.

A. Publications or tangible creative work in any of the Boyer categories that have undergone formal peer-review (please provide sufficient identifying information)

Having a journal article published

Having a conference paper (not an abstract) published in an edited, peer-reviewed conference proceedings

Publishing a textbook through a publishing house

Publishing a book or book chapter at a non-vanity press

Publishing fiction, non-fiction, poetry, or plays

Publishing original music compositions or dance compositions; includes performances off campus

Publishing a translation of a significant literary or scholarly text into another language

The following are particularly pertinent to those working in creative fields and need to be documented with slides, CDs, or DVDs, as appropriate

Having an externally commissioned music, theatre, or dance piece for an organization

Having a one-person or small group art exhibition off campus

Having a juried show in a gallery or museum

Having an externally commissioned art piece for an organization

Having distributed or juried movies (must have major creative role)

B. Scholarship and creative work that has not undergone formal peer-review or that has undergone minimal peer review

Having accepted conference abstracts, posters, and presentations

Self-publishing a book or article

Publishing a journal article where peer review is minimal

Teaching a mini-course or workshop at a national conference (could also come under “C”)

Giving an invited presentation at a conference

Mentoring of student research over the summer that leads to presentation or publication in undergraduate venues

Conference presentations and posters that are coauthored by faculty members and students and that have not undergone significant peer review.

C. Application of Knowledge (many of these items are recognized as professional service as well; see Application of Knowledge in Handbook Chapter 4.6.3.b for how service can rise to the level of scholarship; please note the emphasis on peer review)

These items normally would be categorized as scholarly work:

Performing or directing music, dance, or theatre for an external audience

Editing an anthology

Conducting workshops or clinics for peers

Conducting master classes in music

Receiving a professional award for scholarly or creative work

Consulting for industry, government, or education for an extended project

Creating testing materials for nationwide exams at the college, high school, or elementary level

Writing book reviews for scholarly or national publications

Serving as a journal editor or refereeing articles

Adjudicating scholarly or creative competitions in which there is serious engagement with participants

These items normally would be categorized as professional service and not included in this section:

Organizing a professional conference or conference session
Obtaining funding, including grants, to organize a conference
Facilitating a workshop
Serving as a leader in a professional society or an arts organization

D. Grants

Receiving an external grant or fellowship for scholarly or creative work (internal grants are viewed as non-peer-reviewed)

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