

Full-Time Faculty Annual Self-Appraisal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_Academic Year

|  |  |
| --- | --- |
| Name |  |
| Department |  |
| Rank |  |
| Year of Contract Expiration |  |
| Years of CCS Service |  |

***Instructions:***

*Please address each topic succinctly. Additional pages may be attached as needed.*

*Each area of evaluation includes examples of criteria to consider when completing the section. The list offered is by no means complete; the examples are offered only summarize the expectation of content. Each department has developed discipline-specific performance guidelines; this list is available from the Chair or Program Manager and should be referenced during appraisal completion.*

### Instructional quality – evidence of effectiveness as an instructor

Criteria to consider: student evaluation scores; syllabi enhancements/innovations; new course or course content development; interdisciplinary and team-based activities; guest lecturers/reviewers; recognized deliverables; action items; etc.

Faculty Member’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### College service – evidence of collaboration and involvement in departmental and College activities

Criteria to consider: committee work; sponsored project involvement (if applicable); mentoring; recruitment activities; competition submittal assistance; marketing and archiving assistance; student group leadership (if applicable); etc.

Faculty Member’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

###  Professional practice – evidence of professional activity outside of College service and instruction.

Criteria to consider: presentations; publications; exhibitions; workshops (leadership or attendance); continuing education; etc.

Faculty Member’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Chair’s Response

[Click to type your response]

 [ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Actions taken on goals from previous evaluation

Faculty Member’s Response

[Click to type your response]

[ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

Chair’s Response

[Click to type your response]

[ ]  Exceeded expectations [ ]  Fulfilled expectations [ ]  Did not meet expectations

### Goals for continuous improvement (not graded)

Faculty Member’s Response

[Click to type your response]

Chair’s Response

[Click to type your response]

### Comments (to be completed during appraisal meeting)

Faculty Member’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_