

Faculty
Members
Self-Appraisal
Form

Faculty Members Self Appraisal Form

Faculty Members Name

Date

Instructions

Thoughtful self-evaluation can help improve teaching effectiveness. This evaluation is designed for that purpose. You are asked to look at your own performance as a faculty member. At your option, more items may be added. Use page four of this form for any written comments that might record any unusual circumstances that relate to your teaching performance.

0 – Not Applicable

1 – I need improvement in performance.

2 – I meet expected performance criteria marginally.

3 – I meet expected performance criteria and have documented evidence of my productivity.

4 – I exceed expected performance criteria frequently and have documented evidence of my productivity.

5 – I exceed expected performance criteria consistently and have documented evidence of my productivity.

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
1. I state the course objectives and grading procedures clearly in each course syllabus.	()	()	()	()	()	()
2. I prepare well-planned and organized presentations for each class.	()	()	()	()	()	()
3. I am confident of my comprehensive knowledge and mastery of the subject matter of each course that I teach.	()	()	()	()	()	()
4. I encourage critical thinking and analysis in my class (es).	()	()	()	()	()	()
5. I encourage my students to seek my help outside of class on a regular basis for the tutorial assistance and conference time they need to support and enhance their academic	()	()	()	()	()	()
6. I prepare comprehensive and current syllabi and course outlines for all classes.	()	()	()	()	()	()

	<u>0</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
7. I am respectful to students at all times, demonstrating acceptance of diverse viewpoints and beliefs or opinions different from my own view.	()	()	()	()	()	()
8. I speak and write clearly in all educational settings and activities.	()	()	()	()	()	()
9. I serve competently in completing all Departmental, Schools/College, and University responsibilities assigned to me.	()	()	()	()	()	()
10. I work cooperatively and effectively with department colleagues.	()	()	()	()	()	()
11. I work cooperatively and effectively with School or College colleagues.	()	()	()	()	()	()
12. I work cooperatively and effectively with University Administration and staff.	()	()	()	()	()	()
13. I work in a positively collaborative manner to handle conflict, dissent, and dissonance in the University setting.	()	()	()	()	()	()
14. I participate actively in discussions with colleagues about course content, various teaching methods, and other appropriate academic and professional matters.	()	()	()	()	()	()
15. I apply ideas creatively from current research and scholarship to teaching, to academic endeavors, and to professional duties.	()	()	()	()	()	()
16. I maintain timely and accurate records on student performance and other kinds of required evaluation criteria set forth by the University, the department, accreditation agencies, ect.	()	()	()	()	()	()
17. I engage in activities that contribute to professional growth (e.g. travel for research, conferences, workshops, artistic presentations, seminars, ect.	()	()	()	()	()	()
18. I present scholarly papers and products of research at local, state, and national meetings.	()	()	()	()	()	()

