

Appendix 4.5.4.2: Annual Self-Evaluation Form

Annual Faculty Self-Evaluation Form

Approved by Faculty Assembly, November 2009

This faculty evaluation operates as a means to enable the continued and ongoing professional development of teaching faculty with the College. Evaluation seeks to document fairly and accurately both the strengths and the weaknesses of a faculty member’s teaching and advising/mentoring, scholarship and professional development, and service to the College, so that appropriate incentives or assistance can be more suitably and effectively applied (Faculty Handbook, Subsection 4.5.4).

Name:	
Program:	
Supervisor:	
(Department Chair, Academic Unit Head or Appropriate College or School Dean)	
Date submitted:	
(To be completed on or before January 15 of each academic year and submitted to the faculty member’s Department Chair, academic unit head, or appropriate College or School Dean [Paragraph 4.5.4.2].)	
<i>This Faculty Self-Evaluation may include but shall not be limited to, discussion of the following five points as listed in Section 4.5.4.2 of the Faculty Handbook. When responding, please reference specific documents found in your faculty portfolio (Paragraph 4.5.4.3). Keep in mind that the annual evaluation process is formative and developmental in nature. Please use additional paper as needed.</i>	
1. Please describe and list your progress toward, and attainment of, short-term and long-term goals and objectives for effective teaching and mentoring/advising, scholarship and professional development, and service to the College according to the general evaluation criteria in Subsection 4.5.3.	
2. Please list your annual accomplishments that were not anticipated in previous self-evaluations.	
3. List your future short-term and long term goals and objectives for further professional development, especially with regard to the allocation of necessary program, department, and College resources.	
4. List your contributions to your program and/or your department mission, goals, and objectives.	

5. Please add commentary on or explanation of your previous or current professional work. (This is intended as an opportunity for you to offer useful clarifications of the above information and need not be comprehensive.)	
In addition to the above you may address below any progress on any recommendations shared with you by the Department Chair, or appropriate College or School Dean, during the previous annual or periodic evaluation (Paragraph 4.5.4.4 and Subsection 4.5.5), and where applicable, a Faculty Development Plan (Subsection 4.5.6).	
The evaluative response by the Department Chair, academic unit head, or appropriate Dean should be filled out below or attached on an additional sheet by February 15. This is not to be confused with Classroom Evaluation, Periodic Professional Review, or General Performance Review.	
Signed:	Date:
(The faculty member shall sign and date the evaluative response after reviewing their supervisor's comments. The faculty member may also reply in writing, no later than March 1, to the evaluative response.)	