

Self Evaluation Guidelines

The last piece of the faculty evaluation process is a Self Evaluation – which must be submitted before the “Summary Checklist” worksheet can be completed. Each probationary and regular faculty member being evaluated should write a self evaluation that includes the following information based upon the criteria. Please provide documentation if desired. For a more detailed description please refer to the Faculty Evaluation Guidelines on pages 165-168 or contact Sandi in the Office of Instruction.

Teaching Faculty

1. Describe how you assess the teaching-learning process and modify strategies as necessary to achieve desired results.
2. Do you maintain accurate records and submit reports such as grade and census rosters according to published guidelines?
3. Do you attend management called meetings? Serve on departmental, division, college, or district committees? Participate in curriculum development and course outline revisions?
4. Do you maintain regular and timely office hours as specified in the contract?
5. What professional growth activities do you participate in?

Counselors

1. Do you adhere to the weekly schedule that meets the requirements of the UF/CCCCD Agreement?
2. Do you attend management called meetings? Serve on departmental, division, college, or district committees? Participate in curriculum development and course outline revisions?

3. What professional growth activities do you participate in?
4. Describe the method(s) you use to maintain accurate records and submit reports such as individual educational plans according to published deadlines.

Librarians

1. Do you adhere to the weekly schedule that meets the requirements of the UF/CCCCD Agreement?
2. Do you attend management called meetings? Serve on departmental, division, college, or district committees? Participate in curriculum development and course outline revisions?
3. What professional growth activities do you participate in?

Learning Disabilities Specialists

1. Do you adhere to the weekly schedule that meets the requirements of the UF/CCCCD Agreement?
2. Do you attend management called meetings? Serve on departmental, division, college, or district committees? Participate in curriculum development and course outline revisions?
3. What professional growth activities do you participate in?