

## Self Evaluation for Classroom Faculty

For your self-evaluation, you are asked to write a report discussing your classroom teaching and methodology, your handling of professional responsibilities, and your professional development.

This worksheet is meant to help you reflect on your experiences. You will turn in only your report. This worksheet will not be put in your personnel file.

**Self Evaluation Worksheet:** The statements and ratings below are to be used as a checklist; they are not meant to represent all of what you do, nor are they meant to represent required duties and responsibilities – part time faculty will mark “Not Applicable” more often than full time faculty. Use this worksheet as a guideline for your self-evaluation report in which you can include additional details and reflection. Each of us is on a continuing quest to improve our practice – this is your opportunity to reflect on that quest and articulate your goals and plans for the future. After completing this worksheet, you can determine which items you want to highlight in your self-evaluation report. The worksheet may also serve as a tool for engaging in dialog with your evaluator.

### Classroom Teaching and Methodology

	<b>Rating</b>
My courses reflect the official course outline of record (Title 5).	Select Rating:
I use appropriate and varied tools for evaluating and assessing student learning outcomes.	Select Rating:
I teach my courses using materials and activities that engage student learning (i.e. textbooks, readings, supplies, field trips, speakers).	Select Rating:
The pace and rigor of my classes are appropriate to the course level.	Select Rating:
I enhance course content through the use of instructional technology (i.e. Blackboard, podcasting, power point, multimedia).	Select Rating:
I am approachable and encourage my students to communicate with me.	Select Rating:
I communicate ideas clearly, concisely, and effectively.	Select Rating:
I demonstrate sensitivity to the learning styles/challenges of each student.	Select Rating:
I encourage students' interest in my subject area and in pursuing educational goals beyond my classroom.	Select Rating:
I design interconnected lessons that serve the course goals.	Select Rating:
My classes are interactive.	Select Rating:
I return student work within two weeks of receiving it.	Select Rating:
I use class time efficiently.	Select Rating:
I am sensitive to the needs of students with diverse backgrounds and experience.	Select Rating:

## Professional Responsibilities

	<b>Rating</b>
I submit required reports/documents in a timely manner (i.e. census rosters, positive attendance reports, grades, grade changes and incompletes).	Select Rating:
I respond to communication from colleagues (including faculty, classified staff and management) in a timely and professional manner.	Select Rating:
I attend and participate in division, department, and other required meetings.	Select Rating:
I participate in department committees/tasks (i.e. curriculum development, SLO's, Course Outline/Title 5 Rewrites/Content Review).	Select Rating:
I serve on college committees and/or task forces.	Select Rating:
I serve on peer evaluation and/or hiring committees.	Select Rating:
I mentor colleagues and share successful teaching strategies.	Select Rating:
I provide student mentoring regarding matriculation, tutoring, or student services when appropriate.	Select Rating:
I make myself regularly accessible to students outside of class (i.e. office hours, email, phone calls), and respond to students in a timely manner.	Select Rating:
I assist in outreach by promoting my college and by recruiting students and/or faculty and staff.	Select Rating:

## Professional Development

	<b>Rating</b>
I serve on District and/or statewide committees.	Select Rating:
I participate in activities designed to enhance professional performance and scholarship (i.e. research, advanced coursework, recording, publishing).	Select Rating:
I keep current in my field (i.e. by reading journals, attending exhibits, performances, conferences).	Select Rating:
I maintain professional contacts (i.e. through listservs, blogs, conferences).	Select Rating:
I present at conferences or professional meetings.	Select Rating:
I participate in community organizations.	Select Rating:
I seek out training in my field (i.e. by taking classes, working with a mentor).	Select Rating:
I am a member of a professional organization.	Select Rating:

## Self Evaluation Report

Using the categories and your ratings on the self-evaluation worksheet, write about your past job performance and plans for professional growth and development. Your report should have four sections:

1. Classroom Teaching and Methodology
2. Professional Responsibilities
3. Professional Development
4. Needs and Goals

Possible questions to consider include:

### A. Classroom teaching and methodology

- What new effective classroom activities or pedagogical approaches have you used recently?
- How do you plan to continue developing your activities and approaches in the future?
- How might you be willing to share successful strategies with colleagues?

### B. Professional Responsibilities

- In what ways did you participate in campus/district/statewide/community activities? (may not be applicable for part-time and probationary faculty)
- What are your plans for participating in campus/district/statewide/community activities in the coming semesters? (may not be applicable for part-time faculty)

### C. Professional Development

- What were your major professional challenges this semester?
- How do you plan on addressing these challenges in the future?
- What professional development activities do you anticipate pursuing in the near future?

### D. Needs and Goals

- What support do you need from the college/department/division in order to accomplish your goals related to teaching and methodology, professional responsibilities and/or professional development?