

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I prepare well-planned and organized presentations for each class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I am confident of my comprehensive knowledge and mastery of the subject matter of each course that I teach.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I encourage critical thinking and analysis in my class (es).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. I prepare comprehensive and current syllabi and course outlines for all classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I speak and write clearly in all educational settings and activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I serve competently in completing all Departmental, Schools/College, and University responsibilities assigned to me.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. I work cooperatively and effectively with department colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. I work cooperatively and effectively with School or College colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I work cooperatively and effectively with University Administration and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. I work in a positively collaborative manner to handle conflict, dissent, and dissonance in the University setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. I participate actively in discussions with colleagues about course content, various teaching methods, and other appropriate academic and professional matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. I apply ideas creatively from current research and scholarship to teaching, to academic endeavors, and to professional duties.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. I engage in activities that contribute to professional growth (e.g. travel for research, conferences, workshops, artistic presentations, seminars, ect.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. I present scholarly papers and products of research at local, state, and national meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

0    1    2    3    4    5

19. I demonstrate research skills by writing grant proposals and/or writing for publication.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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20. I serve actively as a resource person for community organizations, school systems, ect.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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COMMENTS: