

**MEDGAR EVERS COLLEGE  
OF THE  
CITY UNIVERSITY OF NEW YORK**

SELF APPRAISAL AND SUMMARY OF TEACHING AND OTHER PROFESSIONAL  
ACTIVITIES

Faculty Person Name:

Academic Year:

Date:

Instructions:

This form is designed to help you summarize your teaching and other professional activities and accomplishments during the academic year. You should utilize this form to present, on your own behalf, all pertinent information regarding your effectiveness and/or accomplishments within the framework of your job at MEC. Although the outline below is designed to act as a guideline for preparing your summary, please feel free to modify it to better present your summary of annual activities. Wherever possible, you are encouraged to submit any supportive evidence (documents, illustrative materials, etc.) which will augment your evaluation.

The form is in three sections. Section one deals with your teaching and classroom related activities, Section two deals with your other professional activities, and Section three concerns your plans for the next academic year. It is your advantage to prepare this form in such a way that it is readily understandable. Finally, please submit the completed form in two weeks prior to each scheduled evaluation conference.

**SECTION ONE - TEACHING ACTIVITIES**

In this section, please provide separate information on two courses that you have taught during the year which are representative of your teaching activities.

Course Numbers & Title:

When Taught:

- 1.
- 2.

A. Course Objective: Indicate the objectives of the courses taught. Briefly explain any special consideration, which were influential in the choice of these objectives.

Course 1  
Course 2

B. Presentation of Subject Matter: Briefly summarize the main subject matter, which the course emphasized. You should attach course syllabus, reading list, etc., to indicate topics.

Course 1  
Course 2

C. Communication and Motivation: What approach and/or techniques did you use to arouse or broaden the student's interest in the subject? How did this approach address some of the unique learning differences among the students?

Course 1  
Course 2

D. Instructional Media, Materials, and Assignments: Briefly summarize the role, if it, that instructional media, materials, and assignments played in enhancing your presentation.

Course 1  
Course 2

E. Evaluation Techniques: What method of evaluation did you use in the course? Submit quizzes, examinations, and assigned materials which indicate your evaluation process.

Course 1  
Course 2

F. Other Evidence of Teaching Effectiveness (optional): You may wish to submit other materials and information not covered above if you feel that such materials are pertinent to your evaluation.

G. Student Evaluation: Please react to the student evaluation of your teaching and classroom activities. Your response may, if you wish, deal with point by point reactions to the categories contained on the questionnaire.

Course 1  
Course 2

## **SECTION TWO - NON-TEACHING PROFESSIONAL ACTIVITIES**

Please summarize in this section, all pertinent non-teaching activities in which you were involved in the past academic year.

A. Administrative Assignments:

1. For all Faculty

a. General - Please comment on your performances on any attendant tasks related to your teaching. Your comments may deal with the following areas: keeping attendance, grade recording, ordering of books and pertinent materials, on time submission of grades, completion of multiple position forms, etc.

b. Specific - Did you have any responsibilities for specific administrative assignments in such areas as coordination of multiple section courses, preparation of uniform tests, field placement, etc.? If so, please briefly comment on your performance in any or all of those areas.

2. For faculty in supervisory role - Were you a chairperson, program coordinator or other supervisory role? If so, please comment on your performance in this position. Your summary may include continents on such areas as: personnel & budget matters, coordination of student advisement, processing of students for graduation, course and curricular changes, etc.

B. Departmental, College, Universal Assignments: Please briefly indicate and comment on your participation in faculty and departmental meetings, other regular and special meetings, and assemblies and exercises of the university. You may also include any suggestions, if any, you provided towards development of divisional programs, grant proposals, etc. Finally, please comment on any other activities in which YOU participated in this area.

C. Student Guidance: What role did you place in student academic advisement in the past year? Include responses to the following activities: student counseling and advisement, tutorials, recruitment, individual and/or group conferences and discussions.

- D. Course and Curricular Development: What were your contributions to course and curricular development in the past academic year? Your response may include participation in any curricular development workshops, seminars, etc.
- E. Creative Work In An Individual's Discipline, Research, and Scholarly Writing: Please briefly comment on your performance in the following areas innovative approaches utilized in your classroom (computer technology, new teaching aide etc.); in addition, please identify any activities in the areas of research (systematic study of educational phenomena, or the collection and analysis of data of interest to the college) in which you were involved. Finally, please indicate all books, and other scholarly writing and the journals or magazines in which they were published. You may include copies of such published works.
- F. Public and Professional Activities: Briefly summarize your involvement in all public and professional groups within the past year. Your summary should include responses to the following: participation in local, regional or national professional organizations, maintenance of familiarity with scholarly developments in your field, progress on advanced degrees, etc.
- G. Community Activities: Briefly indicate membership and/or participation in any community, city, state or national bodies in the past academic year. Please specify the nature and extent of your involvement and indicate any noteworthy accomplishments.
- H. Other Related Professional Activities: Please feel free to summarize any other activities and accomplishments in your professional capacity not reflected above.

### **SECTION THREE - NEXT ACADEMIC YEAR**

- A. Please indicate your planned teaching activities for the next academic year.
- B. Please indicate your planned non-teaching professional activities for the next academic year.
- C. Please assess your areas of strength and the areas in which you feel improvement is needed. Explain how you feel your planned activities for the next academic year will strengthen you in areas, which need improvement.
- D. Any additional comments you may wish to make:

