



Faculty Self- Evaluation Form

Attach an updated copy of your curriculum vitae. At the end of this form list any professional activity, community work, public service or study not listed on your curriculum vitae. Note, this self-evaluation covers a calendar year and not an academic year.

Comment on the course surveys from your students from Spring XX – Summer XX – Fall XX semesters.

Summarize in a concise manner the course surveys and specifically comment on such areas as teaching strengths, trends, teaching pedagogy and areas of improvement. You may also want to comment on what you learned from your student course surveys that would help you improve your course(s) and what changes, if any, you anticipate making based on the information in the student course surveys.

For reference purposes, Teaching Effectiveness, as described in the Fontbonne University Policy Manual IV (4.6.4.2.5.3), lists these items.

- Making objectives of each course clear to the student
- Evaluating students in terms of progress toward stated objectives
- Presenting the content of the discipline in a clear and effective manner
- Creating a classroom (an academic environment) that is conducive to the learning process
- Being available to students
- Stimulating student interest beyond minimum expectations of the course
- Using an appropriate variety of instructional strategies

Comments:

Comment on your advisor surveys from Spring XX – Summer XX – Fall XX semesters.

Summarizes the information provided by your advisees. Specifically comment on such areas as your academic advising strengths and areas for improvement. Indicate the number of students you advised.

Comments:

List your teaching, advising and/or professional development goal(s) from the past year. Comment on your progress in attaining the goals. Did you attain all/some/none of your goals? If so, how did you accomplish this? If not, why not?

Comments:

Summarize your professional development activities during the past academic year. Explain how your professional development activities enhanced your teaching, advising and overall professional development.

State how you used your professional development funds.

Evidence of professional development may include the following: publications, artistic works and performances, presentations, reviews of creative or scholarly works, awards, grants, fellowships, and participation in professional organizations.

Comments:

Summarize your contributions, other than teaching and advising, to the department and university.

Emphasize the items listed in Contribution to the University (4.6.4.2.5.5) found in the Fontbonne University Policy Manual IV.

- Active involvement in department affairs
- Satisfactory service to colleagues as guest-lecturer/resource person for classes
- Active service on university committees and task forces
- Effective contributions to non-curricular activities within the university.

For librarians, please note the items listed in Fontbonne University Policy Manual, Volume IV, under Contributions to the University (4.7.4.5.1)

- Effectiveness in specific position as librarian
- Support of library mission
- Outreach to colleagues as liaison/resource person
- Service on university committees and task forces
- Contributions to community and campus activities including advocacy and organizations.

Comments:

List your anticipated teaching, advising and/or professional development goals for the next year.

Indicate how you expect to spend your professional development funds.

Comments:

Respond to your department chair/college dean's evaluation of you as a member of the department.

Comments:

Name of full-time faculty member: _____

Signature of full-time faculty member: _____

Date submitted: _____

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Evaluation procedures:

- 1) Full-time faculty member submits the completed self-evaluation form to the department chair/college dean.
- 2) Department chair/college dean submits the department chair/college dean's evaluation of the full-time faculty member to the faculty member.
- 3) Department chair/college dean and faculty member meet and discuss both evaluations.
- 4) Faculty member may choose to respond in writing to the department chair/college dean's evaluation of her/himself.
- 5) If a response is given this is indicated on the department chair/college dean's evaluation of full-time faculty form. Dates must be supplied.
- 6) All documents are turned in together to the Office of Academic Affairs month -day, 20xx. The documents are submitted by the department chair/college dean.

NOTE: Please do not send this form directly to the Academic Affairs Office.