

FORMS

Self Evaluation Form

Name: _____

Date: _____

Division: _____

Teaching/Advising	SPRING	FALL
1. Number of contact hours per week		
2. Number of credit hours		
3. Total number of students completing courses with grades other than a W		
4. Number of course preparations		
5. Number of new course preparations		
6. Number of night courses on campus		
7. Number of off campus courses		
8. Number of advisees assigned		
9. Number of late/off-campus registrations		

TEACHING

Please attach a syllabus, selected handouts and other pertinent teaching materials for each course taught during the year.

1. What is the average turn-around time for returning tests and graded assignments to students?
2. What is the average number of tests and assignments, including the final exam, or each course?
3. What types of graded assignment do you require?
4. What do you do to explain the grades that you give?

5. Which media and teaching techniques do you use?
6. Have you recently changed textbooks or significantly revised your course?
7. What specific new techniques or assignments have you tried this year and found useful?
8. What specific techniques have you used to improve the reading and writing skills of students?
9. Comment on your accomplishments in this area.

ADVISING

1. Describe your advising procedure.

SERVICE

Division/Institution

1. List divisional, college, or university system committees that you served on this year and describe your activities.
2. Were you asked to participate in sponsoring any student activities? If so, list the nature of those activities and your involvement.
3. Which fine arts, athletic, or student activities did you attend?

4. What other college activities did you participate in (i.e., grading Regents Test, student recruitment, academic contests, etc.)?
5. Please list any special services you provided (i.e., conducting workshops on campus, assisting new faculty, assisting chairmen or administrators).
6. Do you belong to or participate in any professional organization for the benefit of the division or college?
7. Were you asked to use your professional expertise to consult with and/or provide professional services for government, business, industry, education and/or civic groups?
8. What have you contributed to the achievement of your division's objectives?
9. Comment on your accomplishments in this area.

SCHOLARLY ACTIVITY

1. Did you produce, exhibit, perform, or publish creative works? **Copies of work can be provided.**
2. Did you deliver lectures or present papers at professional meetings? **Copies of work can be provided.**

3. Did you participate in professional organizations?
4. Did you participate in any short courses, seminars, or workshops?
5. Did you engage in any specific study/activity, formal or informal, to enhance your professional competency?
6. Have you completed a degree this year?
7. Have you developed materials for divisional/college use and/or publication?
8. Comment on your accomplishments in this area.