Umpqua Community College Faculty Self-Evaluation

DIRECTIONS: The purpose of this form is to allow the Faculty Member an opportunity to annually appraise his/her strengths, areas in need of improvement, and professional activities. The completed form may serve as a diagnostic tool between the faculty member and the supervisor during the summary evaluation conference. Any other information that may be useful to the supervisor may be attached. This form is to be submitted to your supervisor at least one week prior to the summary evaluation conference. This copy will be kept in the instructor's file in the Dean's office.

Instructor Name:		
Department:		
I distribute an up-to-date syllabus to each student.	YES	NO
I demonstrate the following communication skills:		
a. I speak distinctly with sufficient volume and appropriate speed.		
b. I maintain good eye contact and speak to the entire class.		
c. I use vocabulary appropriate for my course.		
d. I maintain attention and control of the class.		
I have been assigned only courses for which I have the necessary skills and/or knowledge.		

For questions 4 through 26, please answer each question using the following key:

COM	=	Commendable	
SAT	Ш	Satisfactory	
NI	=	Needs Improvement	
N/A	=	Not Observed, Not Applied, or Do Not Know	

- 4. I teach according to the department's performance based objectives for courses assigned.
- 5. I use teaching materials appropriate to the specified objectives of courses assigned.
- 6. I use instructional strategies that enable students to achieve course objectives.
- 7. I use information from students and other sources to evaluate course content and procedures.
- 8. I use learning activities appropriate to the needs of the students.
- 9. I teach in such a way that holds students' interest and stimulates intellectual curiosity.
- 10. I allow different student opinions in class.

1.

2.

3.

- 11. I treat all students with fairness, equity and respect.
- 12. I am organized and well prepared for classes.
- 13. I encourage student participation, as appropriate, in the instructional setting.
- 14. I encourage students to use additional learning resources, i.e., library, learning lab, etc.
- 15. I maintain established office hours and keep appointments with students.
- 16. I communicate information about career opportunities related to the teaching discipline and/or information about college as they relate to the content of the courses.
- 17. I record all grades and retain accurate records of all students' performances.
- 18. I use evaluation instruments consistent with course goals.
- 19. I use fair and reasonable student evaluation procedures.
- 20. I return results of students' assignments and tests within a reasonable time.
- 21. I respond in a timely and accurate manner to requests for information from appropriate college personnel.
- 22. When appropriate, I utilize and implement extra-curricular activities; for example: field trips, guest speakers, etc.
- 23. I assume my share of department, division, campus, and college responsibilities.
- 24. I adhere to the policies, procedures, and guidelines as published in the UCC Policy Handbook.
- 25. I participate in commencement activities in accordance with college policy.
- 26. I fulfill obligations of any reassignment from classroom teaching and/or any activity for which a supplement is paid.

COMMENTS:

(Comment on items 1 through 26 as desired. For any item marked "NI," an explanation is required.)

ADDITIONAL COMMENTS: (Additional strengths/accomplishments to be considered.)

PROFESSIONAL GROWTH AND DEVELOPMENT FACULTY SELF-EVALUATION

PLEASE PROVIDE ANY OF THE FOLLOWING INFORMATION THAT YOU FEEL IS IMPORTANT IN DESCRIBING YOUR PERFORMANCE OVER THE PAST YEAR, AND CONCLUDE WITH A REVISED PROFESSIONAL GROWTH PLAN FOR NEXT YEAR.

Professional Growth and Development

A. List any credit or non-credit courses taken during the past year and any new degrees earned or awarded.

- B. List any workshops, conferences, or other professional activities you conducted or participated in during the past year.
- C. List any exhibits held, recitals conducted, or similar activities completed during the past year.
- D. List any papers presented, articles published, books authored or edited, research conducted, grant proposals written, manuscripts evaluated, and consultant activities conducted during the past year.
- E. List any professional organizations in which you had an active role during the past year and describe your responsibilities.

Non-Teaching Academic Responsibilities

List any campus, college, state, or national committees on which you served during the past year.

Community Service

List any community service activities which you engaged in during the past year.

<u>Honors and Awards</u> List any honors received during the past year.

<u>Plans for Next Year</u> Identify goals and plans you have in place for your next year at UCC.

Instructor Signature _____ Date Filed with Faculty Member _____