

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: _____

- | | YES | NO |
|--|-------|-------|
| 1. I distribute an up-to-date syllabus to each student. | _____ | _____ |
| 2. 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. | _____ | _____ |
| 3. 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	=	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. | _____ |

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.)

Community Service

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

Honors and Awards

List any honors received during the past year.

Plans for Next Year

Identify goals and plans you have in place for your next year at UCC.

Instructor Signature _____ Date Filed with Faculty Member _____