

**Faculty Self-Evaluation Form**

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| --- | --- | --- | --- | --- | --- |
| Evaluation Year | |  | | | |
| Date | |  | | | |
| Department/School | |  | | | |
| Faculty Name | |  | | | |
| Tenure Track |  | Non-Tenure Track (Lecturer) | |  |  |
| Present Academic Rank | | |  | | |

**PURPOSE**

This self-evaluation form is designed to serve the following goals:

1. Facilitate the reflection about one's professional performance;
2. Document effectiveness in Teaching, Service, Scholarship, and Professional Development; and
3. Foster continual improvement in the areas of faculty evaluation through planning and self-assessment.

If faculty were granted a course release or were assigned professional duties in lieu of teaching, service, or scholarship, a description of the work is required in the appropriate category. **TEACHING**

**Middle Georgia State University (MGA) Faculty Handbook 5.03.01**

**Provide information for each of the following that apply**:

A) Course Information

|  |  |
| --- | --- |
| *Provide information on courses taught. Such information may include a list of courses and any relevant information about them, such as enrollment, special features of the course, etc. Also include information about direction of any special activities, such as internships or honors projects.* | |
| **Suggestion: This information could be presented graphically and/or in tabular format.** |

B) New Approaches  
*Discuss new and/or* i*nnovative approaches to teaching strategies and student learning. Include any information on course redesign (development of new syllabi, assignments, grading strategies, etc.) Assess the effectiveness of any new strategies implemented from information gained at faculty development conferences, teaching/learning events etc.*

C) Achievement

*Include specific outcomes that show how you are meeting your goals as an instructor. You may wish to include feedback from standardized assessments, individual student evaluations, peer and supervisor input, and recognition or awards.*

D) Advising

*Briefly describe your advising responsibilities and provide information on how you meet them. If necessary, provide information of any new or innovative advising practices. If you were exempt from advising duties as a first-year instructor or due to reassigned time, please note that here.*

E) Progression and Retention Strategies

*Describe the progression and retention strategies you use in your own classes as well as those in which you participate on a departmental or school level.*

1. Other

*If necessary, include other relevant information, which might include, but is not limited to, special teaching assignments, etc. If you were released from teaching a full teaching load, explain your duties and responsibilities for receiving release time.*

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**Goals for Teaching**

*List specific teaching goals for the next year.*

**SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT**

**I. SCHOLARSHIP**

**Middle Georgia State University (MGA) Faculty Handbook 5.03.04**

**For each of the following that apply, provide information about scholarship, including discipline-related scholarship and/or Scholarship of Teaching and Learning:**

1. Publications

B) Presentations at Professional Meetings

1. Other

*If necessary, provide any other relevant information which may include, but is not limited to:*

* *Unpublished research or works in progress*
* *Institutional research*
* *Grants*
* *Course Development Research*
* *Other projects*

**II. PROFESSIONAL DEVELOPMENT**

**Middle Georgia State University Faculty Handbook 5.03.04**

Each member of the faculty shall work consistently towards professional growth by participating as appropriate in the following activities listed below. Faculty members are expected to participate in assessment and to integrate scholarship into their teaching activities.

Provide information for each of the following that apply:

1. Professional Meetings

*List any meetings, workshops, webinars, or seminars attended*

1. Professional Memberships and Service

*List professional organizations of which you are a member. Include any offices held, and discuss any other service to the profession.*

1. Other

*If necessary, provide any other relevant information which may include, but is not limited to, further advanced coursework*

**Goals for Scholarship and Professional Development**

*List specific goals for scholarship and professional development for the next year.*

**SERVICE**

**I. SERVICE TO THE UNIVERSITY**

**Middle Georgia State University Faculty Handbook 5.03.03**

**Provide information for each of the following that apply:**

A) Committees  
*Provide information about Committees on which you served. Include information about Institutional Committees, Academic Unit Committees, and other Special Initiative Committees. Include any position held (chair, recorder, etc…) as well as any special activities that you have done on behalf of the committee(s).*

B) Other

*If necessary, provide any other relevant information which may include, but is not limited to:*

* *organization of special speakers and/or events*
* *work done to enhance the campus intellectual environment*
* *work done to promote Student Life (including service to Recognized Student Organizations, etc.)*

**II. PROFESSIONAL SERVICE TO THE COMMUNITY**

**Middle Georgia State University Faculty Handbook 5.03.05**

**Provide information for each of the following that apply:**

A) Activities Related to the Mission and Goals of the Institution  
 *List and describe any activities related to the University mission and goals.*

B) Other

*If necessary, provide any other relevant information about your professional service to the community*

**Goals for Service**

*List specific goals for service to the institution and professional service to the community for the next year.*

**SUMMARY**

*Briefly evaluate your overall performance this year, including any special emphasis, and summarize any important experiences in your professional career.*