

Core Faculty Self Evaluation

Core Faculty Member Name _____

Department/Division _____

Date _____

*Performance appraisal will be done in the Spring, and the evaluation period will be the previous calendar year, January through December. **Anything other than a 3 must be explained in the comments section.***

Faculty members should evaluate themselves according to the following rubric by marking the appropriate box.

- 4: Exceeds Expectations
- 3: Meets Expectations
- 2: Needs Improvement
- 1: Unsatisfactory
- NA Not Applicable

*Please Note—there is a comment section at the end of each section for providing additional information.

A. Teaching and Instruction

<u>Quality Instruction</u>	4	3	2	1	NA
1. Provide clearly stated objectives for class periods					
2. Present class content, lab instructions, and assignments in clearly understandable manner.					
3. Check for student understanding of material					
4. Keep up to date in field.					
5. Promote a positive climate for learning in classroom.					
6. Use methods that stimulate students' active thinking, not just passive listening (question-asking, discussions, in-class exercises), and multiple learning styles (auditory, visual, kinesthetic).					
7. Use supplemental materials to improve students' understanding or broaden/update material.					
8. Point out relevance of course material to daily life, current events, or careers.					
9. Provide quality homework assignments to practice new skills.					
10. Return assignments promptly.					

11. Provide personal comments on assignments.
12. Help with study skills (review sessions, study outlines, handouts)
13. Regularly update & revise exams to prevent cheating.
14. Use class time effectively
15. Deal with problems in a professional manner.
16. In the laboratory, set up necessary equipment and/or materials before class begins
17. In the laboratory, effectively demonstrate processes & procedures
18. In the laboratory portion of class, circulate to help students appropriately and effectively.

Total Points for Quality Instruction:

Comments: _____

<u><i>Professionalism</i></u>	4	3	2	1	NA
1. Maintain proper standards regarding student confidentiality					
2. Maintain proper standards regarding student academic honesty					
3. Maintain effective working relationships with faculty, staff, administrators					
4. Follow proper chain of command established in UNM–LA’s policy and procedures					
5. Respond effectively to students needing advice or assistance					

Total Points for Professionalism

Comments: _____

<u><i>Quality Evaluation</i></u>	4	3	2	1	NA
1. Measure student proficiency by adequate tests and/or assignments					
2. Give a final examination which satisfies department standards					
3. Maintain accurate records					

Total Points for Quality Evaluation:

Comments: _____

Totals for Teaching and Instruction:

Total number of points received ÷ total number of applicable questions:

B. Service to Department and/or Division

<u>Participation In Department and/or Division Activities and Procedures</u>	4	3	2	1	NA
1. Attend Department/division meetings regularly					
2. Assist when appropriate with budget preparation, catalog revision, schedule development					
3. Assist when appropriate with other departmental/division functions					
4. Assists with curriculum development within the department and shares information appropriately					

Total Points for Participation in Activities & Procedures:

Comments:

<u>Participation in Outcomes Assessment</u>	4	3	2	1	NA
1. Assist in development of plan and instruments for outcomes assessment					
2. Implement outcomes assessment plan as needed by department					
3. Report data					
4. Use results to attempt to improve classroom instruction when appropriate					

Total Points for Participation in Outcomes Assessment:

Comments:

<u>Accountability</u>	4	3	2	1	NA
1. Post and keep appropriate office hours					
2. Adhere to deadlines					
3. Fulfill assigned work schedule					

4. Adhere to federal, state, and UNM related policies and procedures (see faculty handbook)

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Total Points for Accountability:

Comments:

Totals for Service to Department and/or Division:

Total number of points received ÷ total number of applicable questions:

C. Service To the College

<u>Standing Committee Service</u>	4	3	2	1	NA
1. Serve and actively participate on at least one standing committee					

Total Points for Standing Committee Service:

Comments:

<u>Student Issues</u>	4	3	2	1	NA
1. Assist with student advisement and/or placement					
2. Mentors student when applicable					
3. Additional service to student: Career advisement, job placement, letters of recommendation					

Total Points for Student Issues:

Comments

<u>Special Assignments</u>	4	3	2	1	NA
1. Assist with special campus projects when appropriate					
2. Serve on ad hoc committees when appropriate					
3. Extraordinary service: hiring committees, etc.					

Total Points for Special Assignments:

Comments: _____

Totals for Service to the College:

Total number of points received ÷ total number of applicable questions: _____

D. Professional Development

<u>Faculty Evaluation Process</u>	4	3	2	1	NA
1. Conduct self-evaluation in thorough and reflective manner					
2. Participate in student evaluations					

Total Points for Faculty Evaluation Process:

Comments: _____

<u>Faculty Orientation</u>	4	3	2	1	NA
1. Attend workshop held during faculty orientation					
2. Present at faculty orientation workshop					
3. Attend discipline area meeting					

Total Points for Faculty Orientation:

Comments: _____

<u>Other</u>	4	3	2	1	NA
1. Attend conferences					
2. Papers or Presentations					
3. Try new teaching techniques					
4. Evaluate and /or choose new texts					
5. Develop new class or curriculum					

Total Points for Other Professional Development:

Comments:

Totals for Professional Development:

Total number of points received ÷ total number applicable questions:

***Summary Comments:* (attach another sheet if needed)**

Faculty Member's Signature

Date