

CEDAR CREST COLLEGE

FACULTY SELF-EVALUATION AFTER THE THIRD YEAR

NAME:

DEPARTMENT:

DATE:

Please respond to the items set forth in this evaluation and forward to your Chair with any accompanying materials. Your narrative should reflect your analysis of how you meet the “Responsibilities and Expectations of Faculty Members,” set forth in Article B of Book Three of the Faculty Handbook and should refer to additional materials such as course and peer evaluations. You should also discuss areas where improvement is needed. You do not need to include any materials that are part of the departmental files.

In the Third-Year Review the evaluation process includes not only the current academic year, but also a cumulative and prospective look at performance and progress in all areas of faculty responsibility.

PART ONE:

I. REVIEW OF CURRENT (THIRD) ACADEMIC YEAR: TEACHING

- A. Discuss how you meet expectations for instructional accountability.
- List courses taught (include Winter, May, and Summer sessions)
 - New preparations
 - Course overload credits
 - Independent studies supervised
 - Number of student advisees
 - Contributions to college-wide programs (LAC, Honors, College Life, Ethical Life, etc.)
 - Number of courses offered day/evening
 - Number of student research projects supervised (undergraduate and graduate)
 - Number of courses offered by format (traditional, hybrid, on-line, 2-weekend)
 - Number of eCollege courses offered
- B. Narrative (optional)
- Elaborate on the nature and effectiveness of your approach to curriculum and instruction (see Book III for further elaboration of effectiveness of instruction).

C. Evaluation of Performance

- Provide evidence of performance by including peer reviews (at least 2 per year) and attach a copy of each review.
- Provide information regarding course evaluation by using attached form.

II. PROFESSIONAL DEVELOPMENT AND SCHOLARSHIP

A. Professional Development

1. List professional development activities per list provided in Book III, sec. B.3.b.i.
2. List all other forms of professional development.

B. Scholarship

1. List scholarly activities per list provided in Book III, sec. B.3.b.ii.
2. List all other forms of scholarship.

C. Institutional Support (e.g. funding, release time)

1. List all forms of institutional support (department/college wide) received for professional development.
2. List all forms of institutional support (department/college wide) received for scholarship.
3. Indicate whether departmental and/or college-wide support was adequate to support professional development and/or scholarship.

D. Productivity

1. Professional Development

- a. Specify how these activities have contributed to your teaching effectiveness and/or instructional role at the College.
- b. Specify how these activities have contributed to the growth of your academic expertise and/or the advancement of your discipline.

2. Scholarship

- a. Specify how these activities have contributed to your teaching effectiveness and/or instructional role at the College
- b. Specify how these activities have contributed to the growth of your academic expertise and/or the advancement of your discipline.

E. Narrative (optional)

- Elaborate on the nature and significance of your activities in the area of professional development and scholarship.

III. SERVICE

A. Administrative Assignments

1. List all administrative assignments within department/college-wide
2. List institutional accommodations provided (e.g. release time, stipends)

B. List contributions to the assessment and/or planning process within department/college-wide

- C. Committee Work
 - 1. List all standing faculty committee assignments.
 - 2. List all ad hoc and other types of committee assignments.
- D. Recruitment and Student Life
 - 1. List contributions to admissions, recruitment and retention activities.
 - 2. List contributions to Student Life activities (within department/college-wide).
- E. Service Contributions
 - 1. List service contributions to institutions/organizations other than the College that relate to your role as a representative of the College.
 - 2. List other forms of service.
- F. Narrative (optional)
 - 1. Elaborate upon the nature and significance of your service contributions to the College.

PART TWO:

I. CUMULATIVE REVIEW OF FIRST THREE YEARS

The Responsibilities and Expectations of Faculty Members included in the Faculty Handbook note that “As the faculty member develops and matures, the level of performance and contribution also grows, to the benefit of the College.” Please describe your progress over the first three years of service as a faculty member. This commentary does not need to repeat information contained in your annual self-evaluations, but rather should consist of a reflection on your overall experience at Cedar Crest. You should cover the following areas.

- 1. Instruction
- 2. Departmental, College, and Community Service
- 3. Scholarship and Professional Development

II. PLANS FOR THE NEXT TWO ACADEMIC YEARS

All of the responses in this section relate to the upcoming two years. Please be as specific as possible and address any areas of improvement noted in prior year evaluations or in the previous sections.

- 1. What plans do you have relating directly to the improvement of **instruction**? For example: Do you plan course revisions or innovations? Do you plan to implement new instructional techniques or revise old ones? Do you plan new ways of involving students? Are you planning different ways of evaluating your own effectiveness as an instructor?

2. What plans/goals do you have relating to service and contribution to the **department**?

3. What plans/goals do you have relating to service and contribution to the **College**?
Include plans for involvement in community activities that relate to your professional role in the College.

4. What plans/goals do you have relating to **scholarship** and **professional development**?

5. Do any of your plans or goals require support or assistance from your Chair, Department, the College or other sources? Describe and indicate the nature of the support or assistance.

6. Any other comments.

FACULTY MEMBER SIGNATURE

DATE

Attached Form from I.C.:

Course Name and Number	Overall Course Exp. Median