CEDAR CREST COLLEGE
Faculty Self-Evaluation after the Second Year for the 3rd Year Evaluation

Name:
Department:
Date:

Please complete the evaluation and forward to your department Chair along with any accompanying materials, including an up-to-date curriculum vitae; if tenured or non-tenure track, please also send a copy to the administrative assistant within the Office of the Provost. Your narrative should reflect your analysis of how you meet the “Responsibilities and Expectations of Faculty Members” as set forth in Article B of Book III of the Faculty Handbook. You should refer to additional materials such as course and peer evaluations and discuss areas where new methods have been tried, improvements have been made, and where improvement is needed.

For 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 Preceding Academic Year: Teaching

A. List and summarize teaching assignments using the abbreviations and the table below.
   - Session: F, Fall; W, Winter; Sp, Spring; M, May; SI, Summer I; SII Summer II, etc.
   - Format: T, traditional; O, online; H, hybrid; 2Wd, 2-weekend; AW6, accelerated 6-week, etc. as needed
   - Time: time of day (D = day, E = evening, etc)
   - New: Y or N, was this a new course preparation?

<table>
<thead>
<tr>
<th>Course # - Name</th>
<th>Session</th>
<th>Credits</th>
<th>Format</th>
<th>Time</th>
<th>New</th>
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For each course, record your scores from the questions about teaching effectiveness (labeled with “instructor” or the instructor’s name) from the student evaluation surveys. The Avg should be in column four and DEPT Avg in column seven. Numbers can be transferred directly from the student evaluation surveys to this form and then calculations from the four lines performed as described in the last line in the grid below.
### Evaluation and Forms

#### Course # and Name

<table>
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<tr>
<th>Question text</th>
<th>Avg</th>
<th>DEPT Avg</th>
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<tr>
<td>This instructor was effective in teaching the subject matter to the class.</td>
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<td>Instructor gave me constructive and timely feedback.</td>
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<td>Instructor displayed a personal interest in students.</td>
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<td>Instructor was well-prepared and used class time effectively.</td>
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Add the scores from the four lines above and divide by 4

### B. Reflect on your teaching effectiveness over the past year

- E.g. How were you effective in your teaching? What worked and what didn’t work? What did you try differently? What would you do the same or differently next year? What were some of the challenges? What would you like to improve? What worked well? What would you like to share? Refer to the Faculty Handbook III sec. B.2.b. Performance standards.

### C. Evaluation of Performance

- Attach peer reviews as appropriate (according to the Faculty Handbook II Article F).
- Attach student course evaluations/surveys.

### II. Professional Development and Scholarship

#### A. Professional Development

- List professional development activities (refer to the list provided in Book III, sec. B.3.b.i.)
- Reflect on how these activities contributed to your professional development, teaching effectiveness, and their significance/contribution to your field (note any support received for these activities).

#### B. Scholarship

- List scholarly activities (refer to the list provided in Book III, sec. B.3.b.ii.)
- Reflect on how these activities contributed to your scholarship, teaching effectiveness, and their significance/contribution to your field (note any support received for these activities).

### III. Service

#### A. Service to the Department (List contributions to advising, assessment, recruitment, and/or planning process within department, etc.)

#### B. Service to the College

- Committee Work (List standing faculty committee assignments, ad hoc and other types of committee assignments.)
- Recruitment and Student Life (List contributions to admissions, recruitment and retention activities, or to Student Life activities.)
- Administrative Assignments (List any administrative assignments within department/college-wide and any institutional accommodations provided, e.g. release time, stipends.)

#### C. Service to your profession (List contributions to professional organizations.)
D. Service to the community (List community service as it relates to your profession or your role as a Cedar Crest College faculty member.)

PART TWO:

I. Cumulative Review of Previous 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 previous years at Cedar Crest 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.

A. Instruction
B. Departmental, College, and Community Service
C. Scholarship and Professional Development

II. Plans for the Next Three Academic Years

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

A. 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?

B. What plans/goals do you have relating to service and contribution to the Department?

C. 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.

D. What plans/goals do you have relating to service and contribution to your profession and/or to the community?

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

F. 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.

G. Any other comments.

__________________________________________
Faculty Member Signature & Date