**Annual Employee Self-Evaluation and Review**

 **Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Job Title(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ***Use this form to evaluate yourself as if you were your supervisor.***

|  **1-5**  | **NA**  | **Alignment with Core Values** (1=poor, 3 = satisfactory, 5 = outstanding, or Not Applicable)  |
| --- | --- | --- |
|   |   | ***Students First – Helping students succeed and putting their interests first***  |
|  |   | • Focuses at all times on how to best meet student needs  |
|   |   | • Actively solicits feedback from a variety of stakeholders to improve program quality and the student experience  |
|   |   | • Makes decisions that balance quality and cost effectively to benefit students  |
|   |   |   |
|   |   | ***Quality Focused – Creating the highest quality schools possible as measured by student outcomes***  |
|  |   | • Improves processes, products and services  |
|  |   | • Sets clear quality requirements and follows through with students to foster quality focus  |
|  |   | • Creates new ways to improve and promote quality  |
|  |   |   |
|  |   | ***Ownership/Empowerment – Taking personal responsibility for, and ownership of, business and academic outcomes and insisting others do the same***  |
|  |   | • Proactively determines solutions and develops clear plans to execute them for struggling student   |
|  |   | • Contributes to the organization’s success as if it was his or her own (contributes to newsletter, sits on committees, attends faculty meetings)  |
|  |   | • Undertakes self-development activities  |
|  |   |   |
|  |   | ***Diversity/Respect – Valuing the diversity of the individuals with whom we work and respecting our differences***  |
|  |   | • Display the highest levels of integrity and sound judgment  |
|  |   | • Shows respect and sensitivity for different views and steps in to promote a harassment-free classroom  |
|  |   | • Leads and model’s effective communication across diverse student populations  |
|  |   |   |
|  |   | ***Responsive/Agile – Operating as a learning organization that believes “failure” and “setbacks” are feedback we can use to reach our goals and objectives***  |
|  |   | • Displays an innovative mindset with a willingness to explore new ideas and concepts  |
|  |   | • Accepts criticism and feedback without taking a defensive posture  |
|  |   | • Demonstrates persistence in the face of change and manages competing demands with a positive attitude  |
|  |   |   |

Narrative Section

Describe your professional development plans for the coming year include training, coursework, readings/research, curriculum development, etc. using the following guidelines:

Professional Development Activities Requirement:

1. Full-time and part-time faculty members (hired by September 1 of the calendar year):
must complete at least four activities, with at least one activity in each category
2. Full-time and part-time faculty members (hired on or after September 1 of the calendar year):
must complete at least two activities, with at least one activity in each category
3. Adjunct faculty: must complete at least two activities, with at least one activity in each category

**Category I – Teaching Methodology:** Activities include training in learner needs, development of instructional techniques, classroom technology, and formal or continuing education courses.

*Examples*:

* certificate showing participation in a conference or session on teaching methodology
* certificate showing participation in a University-sponsored Category I training session
* transcript showing a graduate course taken in education or instruction (unofficial is okay)

*My plan is to participate in the following activities (list below):*

(1) Faculty meeting attendance

(2) Diversity and Inclusion continued education through third-party

(3) Teaching methodology with a third-party vendor

**Category II: Remaining Current in the Discipline:**Activities include discipline content workshops, professional conferences or meetings, research in the field, and formal or continuing education courses.

*Examples*:

* document showing membership/participation in a conference or meeting in the trade/discipline
* certificate showing participation in a University-sponsored Category II training session
* photocopy of a publication in the trade/discipline during this period
* transcript showing a graduate course taken in the trade/discipline (unofficial is okay)

*My plan is to participate in the following activities (list below):*

(1) Attend conferences

(2) Content review through third-party vendors

(3) Faculty meeting instruction

Written Narrative:

Review:

Review Date:

Supervisor Summary (Narrative):

Employee Signature:

Next review Date: (6 month check in review):

Submission Date: