**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: