**Cover Sheet: Full-Time Faculty Self-Evaluation**

Faculty Member

Name:

SF ID Number:

Major Instructional Area(s):

Period Covering:

Courses Taught

Please identify course numbers of all classes taught as part of your contract during this evaluation cycle. Please specify how many sections you have taught of each of these courses.

Non-Instructional Assignment(s)

If any part of your loading for this evaluation cycle has been non-instructional, briefly identify the assignment(s) below.

Peer Recommendations

* Any faculty member being considered for annual contract or continuing contract should submit two letters of recommendation from continuing contract faculty peers. At least one of the letters must be submitted from an instructor in the faculty member’s department. [[1]](#footnote-1)
* Faculty on continuing contract need only include the names of two faculty peers (at least one of whom should be in the faculty member’s department area); no letters are necessary.
* Please list the names of the faculty:

**Additional Materials**

Attach documentation responsive to Parts 2 and 4 of the self-evaluation and other relevant materials you wish to provide.

Full-Time Faculty Self Evaluation

## Part 1: Instruction

1. Describe your efforts in designing courses, delivering instruction, and evaluating student learning. In your discussion, consider your strategies and performance in areas such as:
	1. Developing a plan of instruction that responds to the needs of the students, your teaching style, the goals of the course, and the nature of the subject matter;
	2. Providing students with frequent, timely assessment of and clear feedback about their performance;
	3. Developing methods that fairly and accurately assess students’ progress in achieving the stated learning outcomes/objectives;
	4. Assessing instructional and other student-facing materials to determine the extent to which they are inclusive of diverse voices and experiences and improves them according to assessment results;
	5. Incorporating technology, including college required technology;
	6. Designing, revising, or reimagining course(s), selecting and organizing materials based on discipline-specific course outcomes/objective and general education learning outcomes..

## Part 2: Student Retention and Success

1. Include and comment on college-supplied and other data on student success, satisfaction, and retention, peer, and supervisor feedback, and regular self-evaluation.
2. Comment on any other feedback received from employers of students, subsequent academic institutions, licensing or certification bodies, or other groups or individuals if relevant.
3. Comment on any other feedback received from faculty, administrators, or other members of the Santa Fe College academic community.
4. Comment on efforts to recognize inclusivity, diverse voices, and experiences.

## Part 3: Subject Matter Knowledge/Professional Development

1. Discuss your efforts over the evaluation cycle to maintain and enhance the currency and scope of your subject matter knowledge.
2. Discuss any interdisciplinary or other activities over the evaluation cycle that have contributed to your teaching.
3. Discuss your involvement in ongoing professional development, especially activities that advance student engagement, learning, and equity.

## Part 4: Results of Student Opinion Surveys

1. Include a copy of student opinion surveys for all semesters of the relevant evaluation cycle.
2. Comment on the results of these surveys, including the following:
	1. Successes or issues raised by the survey results
	2. Trends demonstrated by the surveys, within and/or among semesters and within and/or among the different courses you have taught during the cycle
	3. Efforts you have made to build on successes or to address any issues you have perceived in surveys, including the results of these efforts.
3. Comment on other forms of feedback you may have received from students.

## Part 5: Service to Department, College, Community

1. Discuss service that you have provided over the evaluation cycle to:
	1. Your department, including but not limited to:
		1. Participating in curriculum or program development and review.
		2. Contributing to planning for and assessment of the College and department or program.
	2. The College, including but not limited to:
		1. Participating in college-wide governance.
		2. Serving on taskforces and/or committees.
		3. Assuming other responsibilities for the College and for the department or program as needed.

The greater community.

1. Discuss plans to provide service in the future.

## Part 6: Goals

1. Discuss your progress toward achieving goals established in your previous self-evaluation.
2. Discuss goals for the upcoming evaluation period that reflect your professional needs and interests.

Part 7: Support and Institutional Planning

1. Evaluate the College’s support for your efforts during the relevant evaluation cycle.
2. Identify ways in which the College can better support your work and future goals.
1. If need arises, chairs may recommend that faculty from other departments or annual contract faculty from the same department write letters of recommendation. [↑](#footnote-ref-1)