

## SELF EVALUATION FORM

Note: In the self-evaluation form, the terms “course(s)” or “class(es)” should be understood as “instruction” for librarians.

Self-evaluation is intended to be reflective: to encourage a process of looking back in order to understand how you (the instructor) experienced teaching and how students experienced learning and to inform instruction moving forward. The purpose of self-evaluation is to document growth in teaching that has occurred since the last evaluation cycle and to identify areas for improvement over the coming cycle, reflecting on information you have gathered from sources including peer observations and student feedback.

1. What were your goals since the last evaluation, and have you met them? Please explain.
2. What is your approach to ensuring that your courses are organized to maximize student learning? In your response, please comment on:
  - a. Use of written course outlines and objectives.
  - b. Class policies and procedures, e.g. attendance and grading that impact learning.
  - c. Innovative teaching practices.
  - d. Any other materials or supports that you provide students.
3. Please describe how you support students outside of classroom instruction, including but not limited to your use of office hours.
4. Please describe your participation in non-classroom departmental, college, or district activities, including but not limited to developing new courses/instruction, textbooks, and/or curricula. How do these activities enhance your work as an educator?
5. Have you participated in any activities designed to further your professional development (e.g., conference, workshops, etc.) since your previous evaluation? Please explain:
6. Do you actively refresh and refine your class/instructional preparations and materials? Please explain:
7. Plan for Professional Growth: Identify at least one goal or activity that would enable you to:
  - a. Improve teaching and learning
  - b. Explore new content or instructional techniques
  - c. Further your professional development
  - d. Contribute to college and district activities
  - e. Other