

PFEIFFER UNIVERSITY FACULTY SELF-EVALUATION

Process for Promotion /multi-year contract is included here

Academic Year: 20- 20-

Name:

Department:

All faculty members will be evaluated on 5 general areas, according to the Pfeiffer University Faculty Handbook: teaching, advising, scholarly/creative activity, service to the university, and service to the community. It will be up to individual members of the faculty, in collaboration with their respective supervisors and consistent with university & departmental goals, to determine the relative weight of each general area for the appraisal of performance. The faculty evaluation rubrics provide detailed descriptions of each area and the rubrics are located on the Faculty Blackboard site.

This self-evaluation should be submitted to your department chair along with your goals progress report.

5=excellent 4=very good 3=average 2=satisfactory 0=N/A

Evaluation Weight: (40% to 65):

I. Section 1: Teaching and Instruction

A. Courses

1. Fall Semester

Title	Course Number	Section Number	Contact Hours	Number of Students	Semester Hours

2. Spring Semester

Title	Course Number	Section Number	Contact Hours	Number of Students	Semester Hours

B. Number of new courses

1. Fall Semester

2. Spring Semester

C. Courses taught on other campuses

1. Hours spent teaching off campus

2. Travel hours

D. Number of courses in which a new textbook is used.

E. Rate each of the following on a scale of 0-5

- 1. Command of subject matter**
- 2. Enthusiasm for subject**
- 3. Classroom presentation**
- 4. Creativity of methodology**
- 5. Development of new course offering**

F. Other

G. Comments

***II. SECTION 2: ADVISING**

Evaluation Weight: (5% to 25):

A. Number of majors in Program:

B. Number of advisees/mentees

- 1. In program** _ **2. Outside program** _

C. Number of hours per week in advising:

D. Number of office hours per week:

E. Rate each of the following on a 0-5 scale:

- 1) Availability to students**
- 2) Records maintained**
- 3) Relationship with advisees**
- 4) Referrals to other university services**

F. Describe any new initiatives undertaken related to advising.

G. Comments:

III. SECTION 3: SCHOLARLY/CREATIVE ACTIVITY

A. Publications (include the name of publication, date, title, and co-authors)

B. Presentations (include title, name of conference, date, co-presenters)

C. Professional meetings/conferences attended (name of conference/date)

D. List memberships in professional organizations (include offices held)

E. Research or other creative projects

F. Grant applications submitted (briefly describe)

G. Rate each of the following on a scale of 0-5

1. Awareness of new developments in your academic field

2. Personal growth in your profession

3. Participation in your profession outside of Pfeiffer College

H. Describe your needs for assistance in faculty development

I. Comments

IV. SECTION 4: INSTITUTIONAL INVOLVEMENT

Evaluation Weight: (10% to 45%):

A. Committees, Boards, Teams (Including the number of meetings per semester)

B. Task force or special assignments

C. Advisor of student organizations

D. Volunteer services (projects, research, outreach, etc.)

E. Consultations or collaborations

E. Rate each of the following on a scale of 0-5

- 1. Attendance at meetings
- 2. Completion of committee work and other assignments
- 3. Service to the University
- 4. Attendance at University-sponsored events

F. Other

G. Comments

V. SECTION 5: SERVICE TO THE COMMUNITY AT LARGE

A. Local Schools (PTO/PTA, volunteer, etc.)

B. Church:

C. Civic Organizations

D. Consultations or collaborations:

E. Other

F. Rate community service on a scale of 0-5

G. Comments

VI. PLANS FOR THE FUTURE

A. Professional growth (continuing education, seminars, etc.)

B. Proposed publications and creative projects

C. Comments

VII. REQUEST FOR CONTRACT REVIEW (complete only if applies)

In accordance with [Article 2.3.1 Employment of Faculty, Section A, Points 3 and 4](#) of the Faculty Handbook, I request consideration for:

_____ **Multiple-year contract**

_____ **Promotion from**

Signature

/

Date
