EASTERN KENTUCKY UNIVERSITY

Faculty Member’s Annual Self Evaluation of Professional Performance

GENERAL INSTRUCTIONS:

This report will serve in evaluating professional performance of faculty seeking reappointment, visiting faculty, and other faculty required to provide an annual self evaluation.

All faculty members are responsible for presenting appropriate information and documentation concerning their teaching, service, and scholarly/creative achievements. The chair or department committee will review the self evaluation and materials provided and will prepare a report assessing the faculty member’s performance in each of the three areas. The chair/committee evaluation will be provided to the faculty member to promote continued professional growth and contribution to the university.

Faculty members will provide information, explanation, and assessment concerning teaching, service, and scholarly/creative achievements. Categories for each area are indicated, and faculty should address these categories. All self evaluations should be self-contained and accurate. Supporting documentation should be provided, and applicants should reference the documents in the application. Documents should be well organized to help committee members access them easily.

All candidates should take steps to assist committees by presenting information, explanation, and assessment clearly and concisely. In the narrative sections, applicants are encouraged to explain and assess their work but not repeat or summarize information already provided.

The self evaluation of professional performance should be single spaced, should be printed with one inch margins in 10 point type, and should include the appropriate headers and page numbers. Annual reports should be printed on yellow paper.

APPLICATION CONTENTS

1. Cover Page
2. Teaching
3. Service
4. Scholarly/Creative Activity
5. Relevant Documentation

APPLICATION DUE DATE: ____________________.
**Eastern Kentucky University**

**Cover Page for Annual Self Evaluation of Professional Performance**
(Non-Tenured Faculty, Visiting Faculty, and Others not Applying for Promotion/Tenure)

<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
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- Tenure-track Faculty Member in Year (1st - 4th)
- Visiting Faculty Member in Year (1st - 3rd)
- Other Faculty (specify position):

**DEPARTMENT:**

**COLLEGE:**

<table>
<thead>
<tr>
<th>COMPLETED DEGREES</th>
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<tr>
<td>Degree</td>
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TERMINAL DEGREE IN DISCIPLINE: YES NO

**ADDITIONAL GRADUATE EDUCATION:**

| Hours | Discipline | Institution | Dates |

**WORK TOWARD ADDITIONAL DEGREE:**

| Degree | Discipline | Institution | Hours Completed | Date Expected |

**ADDITIONAL FULL-TIME SERVICE IN HIGHER EDUCATION:**

| Rank/Position | Discipline | Institution | Dates |

**PART-TIME TEACHING/ADMINISTRATIVE SERVICE IN HIGHER EDUCATION:** (Include teaching assistantships.)

| Rank/Position | Discipline | Institution | Dates |

**OTHER RELEVANT PROFESSIONAL EXPERIENCE:**

| Position | Employer | Dates |

(Yellow Paper)
ANNUAL SELF EVALUATION OF PROFESSIONAL PERFORMANCE
TEACHING

Provide information, explanation, and assessment of your teaching since coming to EKU (if this is your first year) or since your last evaluation.

A. Information Concerning Your Teaching (Address as many as are applicable.)

\$ What is your normal teaching load per semester?

\$ List courses you have taught since joining the EKU faculty. Indicate any courses that were taught in the evening, on Saturday, in extended campus, through distance learning, or as an overload.

\$ List duties performed in lieu of teaching, as shown on your Faculty Assignment Analysis Sheet (e.g., administrative duties, release for research, etc.). Explain as needed.

\$ List other duties relevant to teaching (e.g., advising, laboratory supervision, supervision of student teaching, supervision of students in studios, etc.). Indicate which are performed for teaching credit. Explain as needed.

\$ List ways you have worked with colleagues in teaching (e.g., team teaching, class observations, course revisions, new course/program proposals, presentations, etc.).

\$ List what you have done to promote your professional growth in the area of your teaching assignment to improve command of the subject and to improve teaching practices (e.g., participating in courses, conferences, workshops; reading, etc.).

\$ List recognitions, awards, commendations, etc., you have received for your teaching.

\$ Provide other relevant information about your teaching.

\$ List documentation you have provided relating to your teaching.

B. Narrative about Teaching

Provide a narrative to help readers understand what you have done to be effective in your teaching. Focus on the following categories: course content, design, organization; command of subject matter; teaching practices, including methods of evaluating students’ performance; professional relations with students and with peers in relation to teaching; other matters relevant to teaching. Reference relevant documentation provided. Clarify or assess, but do not merely repeat the information. Suggested maximum length: 5 pages.

C. Evaluation of Teaching

Please report results of evaluation of your teaching, as required by university policy: (1) student opinion of instruction and (2) systematic method of evaluating instruction other than student opinion (e.g., peer visits and consultations, peer-reviewed portfolios, etc.). Discuss what you, students, and others view as strengths and weaknesses in your teaching. Refer to results of previous evaluations, and explain what you have done to address perceived problems and needs and to continue to improve as a teacher.
ANNUAL SELF EVALUATION OF PROFESSIONAL PERFORMANCE
SERVICE

Provide information, explanation, and assessment of your service since coming to EKU (if this is your first year) or since your last evaluation.

A. Information Concerning Your Service (Address as many as are applicable.)

Indicate your role (e.g., member, chair, secretary, etc.), the service, and the term of participation.

- List department-level service (e.g., committees, special service projects, administrative duties, faculty workshops, etc.).
- List college-level service (e.g., committees, special service projects, administrative duties, etc.).
- List university-level service (e.g., committees, special service projects, administrative duties, recruitment, etc.).
- List service to the profession (e.g., membership and leadership in professional organizations, participation on a task force, etc.):
- List professionally-related community service (e.g., contributions to community groups, business, government, education; continuing education programs; special service projects; consulting, etc.).
- List proposals you have developed to gain funds for use in service activities. Indicate proposal titles, any co-authors, funding source, amount requested, and whether or not the proposal was funded.
- List recognitions, awards, commendations, etc., you have received for your service.
- List other relevant service (e.g., advising, other assistance to students).
- List the documentation relating to service provided with this application.

B. Narrative on Service

Provide a narrative assessment of your service. Discuss your service to the university, service to the profession, service to the community, your professional relationships with colleagues and students in relation to service, other matters relevant to your service. Focus on the particularly significant aspects of your service, and clarify the nature and extent of your contribution. Provide useful information and explanation, keeping in mind committee members who may be unfamiliar with the activity, program, etc. Reference relevant documentation. Please provide explanation and assessment; avoid merely repeating or summarizing what is provided above. Suggested maximum length: 3 pages.
ANNUAL SELF EVALUATION OF PROFESSIONAL PERFORMANCE
SCHOLARLY AND/OR CREATIVE ACHIEVEMENTS

Provide information, explanation, and assessment of your scholarly and/or creative achievements since coming to EKU (if this is your first year) or since your last evaluation.

A. Information about Scholarly/Creative Achievements (Address as many as are applicable.)

List scholarly and/or creative achievements using an appropriate form of citation. Indicate if a publication or presentation was refereed, if a performance was by special invitation or a juried process recognized in the discipline, if a technical innovation or product was selected for use by professionals, or if some other jurying process applies.

- List published books, articles, or other professionally-related written materials.
- List professionally-related papers, speeches, presentations, exhibits, etc.
- List creative achievements.
- List technical innovations, products, designs, etc.
- List proposals for grants to support scholarly/creative activity. Indicate any co-author, proposal title, funding source, amount requested, and whether or not the proposal was funded.
- List other scholarly/creative achievements and on-going research or creative projects.
- List documentation provided for achievements identified in Part A. Explain briefly, as needed.

B. Narrative on Scholarly/Creative Achievements

Provide a narrative assessment of your scholarly/creative achievements. Focus on the following categories: publications, public performances/exhibits, and technical innovations; on-going scholarly/creative achievements; your professional relationships with colleagues and students relevant to scholarly/creative achievements; other matters relevant to scholarly/creative performance. In this section, please explain and assess, discussing the particularly significant aspects of your achievements. Avoid merely repeating or summarizing what is provided above. As needed, clarify achievements that may not be familiar to committee members, such as the type of journal (e.g., regional, national, international); the audience for performances, presentations, speeches; the importance of a performance, publication, technical innovation or product; the scope and complexity of the proposal; etc. Suggested maximum length: 3 pages.