

**Gadsden State Community College  
FACULTY SELF-ASSESSMENT FORM**

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Department/Division: \_\_\_\_\_

**Complete the self-assessment by responding to each statement. (NOTE: The statements on this evaluation are the same statements used on the “Faculty Annual Performance Evaluation” form. Bring this completed self-assessment to a scheduled meeting with your supervisor to discuss the results of the student evaluations, self-assessment, and supervisor evaluation.**

*“Meets” should be used as the norm for a faculty member who is performing his or her duties properly. “Exceeds” or “Does Not Meet” should be used for significant deviation from the norm. Justification must be provided for “Exceeds” or “Does Not Meet.”*

Examples of “Exceeds” would include:

1. Serving in leadership role in local, state, or national organizations.
2. Innovative use of technology or other teaching methods.
3. Recognition by internal or external agencies or organizations.
4. Consistently superior student evaluations.

Examples of “Does not Meet” would include:

1. Habitual lateness or failure to meet class.
2. Failure to participate in committees, professional development, or departmental or schoolwide meetings.

***I. Teaching***

<p><b>Teaching Effectiveness:</b></p> <ul style="list-style-type: none"> <li>Meets classes regularly and on time</li> <li>Uses variety of teaching methods to address individual student needs</li> <li>Accessible to student</li> <li>Maintains and provides updated course syllabi</li> <li>Adheres to state, college, and departmental curriculum and program guidelines</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>
<p><b>Classroom Assessment (Grading and Student Evaluation):</b></p> <ul style="list-style-type: none"> <li>Provides appropriate assessment methods</li> <li>Provides timely assessment feedback</li> <li>Maintains records properly</li> <li>Adheres to state, college, and department assessment guidelines</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>

<p><b>Advising:</b></p> <ul style="list-style-type: none"> <li>• Provides accurate advisement to students</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p> <p><input type="checkbox"/> Does Not Apply</p>
<p><b>Technology:</b></p> <ul style="list-style-type: none"> <li>• Uses teaching technology effectively (Powerpoint, Tegrity, whiteboard, internet, smart board/panels, etc.) and meets the five QEP Student Learning Outcomes. (Please address each SLO below.)</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>

**II. Professional Development**

<p><b>Professional Development:</b></p> <ul style="list-style-type: none"> <li>• Refer to Professional Development Plan</li> <li>• Serves on regional, state, and national organizations and teams</li> <li>• Attends college functions (e.g., professional development activities, Commencement, All Employee meetings, Division meetings)</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>
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**III. Service**

<p><b>School and Division Service:</b></p> <ul style="list-style-type: none"> <li>• Serves on committees as assigned</li> <li>• Serves as student organization adviser</li> <li>• Serves as faculty mentor for new faculty</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>
<p><b>Professional Outreach:</b></p> <ul style="list-style-type: none"> <li>• Represents the College in the community</li> <li>• Serves with volunteer or civic organizations</li> </ul> <hr/> <p>Justification:</p> <hr/> <hr/> <hr/>	<p><b>Rating:</b></p> <p><input type="checkbox"/> Exceeds</p> <p><input type="checkbox"/> Meets</p> <p><input type="checkbox"/> Does Not Meet</p>

**IV. Work Ethic**

<b>Work Ethic:</b> <ul style="list-style-type: none"><li>• Conducts oneself in a professional manner (effective interpersonal skills, positive attitude, appropriate dress, etc.)</li><li>• Punctuality in completing/submitting reports and assignments</li><li>• Maintains posted office hours</li></ul>	<b>Rating:</b> <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
<b>Justification:</b> _____ _____ _____ _____	

**List any contributions, successes, or improvements during the past evaluation period that should be noted:**

**Additional comments:**

\_\_\_\_\_  
**Instructor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Date**