

COWLEY COLLEGE INSTRUCTOR SELF EVALUATION FORM

Instructor Name _____

Date _____

Department _____

Cowley County Community College exists to develop responsible involved lifelong learners and to contribute to the vitality of the community it serves. In order to accomplish our mission and to foster our over-arching guiding principle of student-centered learning, how would you evaluate your effectiveness as an instructor?

Note: Full-time faculty have many forms of evaluation, including this self-evaluation, a classroom observation, chair evaluation, CAO evaluation, and a summary evaluation. Each will be provided to the faculty member.

TO THE INSTRUCTOR: The following form allows you to evaluate your teaching. Read the entire sentence. Select the rating which best evaluates your effectiveness. Use the comments area to support the rating. Additional sheets may be used to add additional comments telling of special projects or activities that warrant additional acknowledgement.

| | | |
|----------------------|----------|---------------------------------|
| Rating Scale: | 4 | Exceeds Expectations |
| | 3 | Meets Expectations |
| | 2 | Below Expectations |
| | 1 | Unacceptable Performance |

Knowledge of Subject Matter

- | | | | | | |
|----|--|---|---|---|---|
| a. | Demonstrates a thorough and accurate knowledge of the field or discipline. | 4 | 3 | 2 | 1 |
| b. | Connects subject matter with related fields. | 4 | 3 | 2 | 1 |
| c. | Stays current in subject matter through professional development. | 4 | 3 | 2 | 1 |
| d. | Possesses the appropriate experience for the teaching assignment. | 4 | 3 | 2 | 1 |

Comments:

Teaching Performance

- | | | | | | |
|----|--|---|---|---|---|
| a. | Plans and organizes instruction in ways which maximizes student learning. | 4 | 3 | 2 | 1 |
| b. | Employs appropriate teaching and learning strategies, including appropriate technology when available. | 4 | 3 | 2 | 1 |
| c. | Modifies, where appropriate, instructional methods and strategies to meet individual learning differences. | 4 | 3 | 2 | 1 |
| d. | Encourages the development of communication skills and higher order thinking skills through appropriate assignments. | 4 | 3 | 2 | 1 |
| e. | Communicates subject matter to students. | 4 | 3 | 2 | 1 |
| f. | Contributes to the selection and development of instructional materials. | 4 | 3 | 2 | 1 |

Comments:

Evaluation of Student Learning

- | | | | | | |
|----|--|---|---|---|---|
| a. | Establishes and adheres to learning objectives as stated in course outlines. | 4 | 3 | 2 | 1 |
| b. | Develops evaluation methods which fairly measure student progress toward objectives. | 4 | 3 | 2 | 1 |
| c. | Maintains accurate records of student progress. | 4 | 3 | 2 | 1 |
| d. | Returns work in a timely manner. | 4 | 3 | 2 | 1 |

Comments:

Support of College Policies and Procedures

- | | | | | | |
|----|--|---|---|---|---|
| a. | Meets scheduled classes in accordance with college policy. | 4 | 3 | 2 | 1 |
| b. | Maintains scheduled office hours to ensure accessibility to students & colleagues. | 4 | 3 | 2 | 1 |
| c. | Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections. | 4 | 3 | 2 | 1 |
| d. | Maintains confidentiality of student information. | 4 | 3 | 2 | 1 |
| e. | Participates in department/division decision making. | 4 | 3 | 2 | 1 |

Comments:

Participation in College, Department and Program Activities

- | | | | | | |
|----|---|---|---|---|---|
| a. | Serves on college, divisional and program committees as assigned. | 4 | 3 | 2 | 1 |
| b. | Attends meetings as required by college administration. | 4 | 3 | 2 | 1 |
| c. | Participates in professional activities which contribute to the educational goals of the college and its constituents. | 4 | 3 | 2 | 1 |
| d. | Responds in a timely fashion to information requests and required reports from college, division, and program administrators (e.g. last date of attendance report, rosters, grades, all state/vocational reporting requests). | 4 | 3 | 2 | 1 |
| e. | Supports both adjunct and full-time colleagues. | 4 | 3 | 2 | 1 |
| f. | Contributes to program and department curriculum development processes. | 4 | 3 | 2 | 1 |
| g. | Takes personal interest in college activities. | 4 | 3 | 2 | 1 |

Comments:

Contribution to the Growth and Enhancement of College Mission and Programs

- | | | | | | |
|----|---|---|---|---|---|
| a. | Maintains familiarity with college goals, mission, values and long-range plans. | 4 | 3 | 2 | 1 |
| b. | Contributes to the recruitment and retention of students. | 4 | 3 | 2 | 1 |
| c. | Contributes to planning and development processes through teams & committees. | 4 | 3 | 2 | 1 |
| d. | Adheres to professional ethics and demonstrates positive attitudes toward the college and colleagues. | 4 | 3 | 2 | 1 |

Comments:

Instructor signature: _____ Date: _____

Dept. Chair signature: _____ Date: _____