

**HEIDELBERG UNIVERSITY  
FACULTY SELF-EVALUATION**

**Name:** \_\_\_\_\_ **Year/semester of evaluation:** \_\_\_\_\_

**Preferred Email:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

**FEP Evaluator:** \_\_\_\_\_

**Preferred Email:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_

*This Self-Evaluation follows procedures outlined in the Heidelberg Faculty Manual. For a complete presentation of the two-year evaluation process for full-time teaching Faculty members, please consult Section 2.6.3 of the Faculty Manual. Procedures that address the Faculty self-evaluation process itself may be found in Section 2.6.3.4: Faculty Self-Evaluation, Section 2.6.3.5: Evaluation by the Faculty Evaluator, and Section 2.6.3.6: Deficiencies and Action Plans.*

***EVALUATION SUMMARY:***

***Step One:*** During Spring Semester of the second year of the two-year evaluation cycle, the Faculty member will write a self-evaluation; ***the total narrative should not exceed 2000 words.*** This self-evaluation will consist of four sections, each specifically addressing how—in the period since the Faculty member’s previous self- evaluation, or since the hire date--the Faculty member has met the four main Criteria for Personnel Action set out in Section 2.2.7: Teaching, Professional Development and Activity, Engagement in the Life of the University, and Ethical Relationships. (Faculty Manual, Section 2.6.3.4)

***The Faculty member must send the completed Self Evaluation to his or her Faculty Evaluator by the first day of classes following Spring Break during the second year of the evaluation cycle. (Section 2.6.3.4.6)***

***Step Two:*** Following Spring Break of the second year of the two-year evaluation cycle, the Faculty Evaluator will review the Faculty member’s Self-Evaluation and write an evaluation of ***no more than 700 words, total,*** addressing the Faculty member’s performance during the period covered by the Self Evaluation. (Section 2.6.3.5)

***Step Three: The Faculty Evaluator must send the written evaluation to the Faculty member by May 1. The Faculty member will have until May 10 to respond in writing to the written evaluation. The completed evaluation will be sent by the Faculty Evaluator to the Provost by May 15.*** (Section 2.6.3.5.3, 2.6.3.5.4, pending)

## **STEP ONE: FACULTY SELF-EVALUATION**

### **Section One: Teaching (Section 2.6.3.4.1)**

This section must address the criteria in Section 2.2.7.1. The requirements in 2.2.7.1.1 must be addressed. The list of indicators for Excellence in Teaching listed in 2.2.7.1.2 is illustrative, not definitive or restrictive; other indicators may be supplied, and the University makes no requirements as to which indicators should be used.

This section must specifically refer to the formal review of instructional materials (2.6.3.2) and the evaluative classroom observation (2.6.3.3) conducted the previous year.

This section must also specifically address student input on the Faculty member's teaching. This input might be solicited in a variety of ways, including mid-semester or end-of-semester student questionnaires, but it must include the results of an institutionally Approved Method of soliciting student input as described in 2.6.2. The Faculty member must specifically address how he or she has considered student input to improve course design, individual lessons, or overall pedagogical practices.

In discussing Excellence in Teaching: please list two or more indicators that best describe your achievements in the past year and address them specifically in your narrative. You may draw from the illustrative list of indicators in 2.2.7.1.2, but there is no requirement that you do so.

[please enter content here]

### **Section Two: Professional Development and Activity (Section 2.6.3.4.2)**

This section must address the criteria in Section 2.2.7.2, including discussions of both professional development related to teaching and professional development and/or activity related to the Faculty member's academic fields. The list of indicators for each sub-criterion (2.2.7.2.1 and 2.2.7.2.2) is illustrative and not definitive or restrictive; other indicators may be supplied. The University expects engagement in both areas of professional development and activity but makes no requirements as to amounts or types of engagement in either area (Faculty Manual, Section 2.6.3.4.2).

In discussing Excellence in Professional Development and Activity: please list two or more indicators that best describe your achievements in the past year and address them specifically in your narrative. You may draw from the list of indicators in 2.2.7.2.1 and 2.2.7.2.2, but there is no requirement that you do so.

#### **Professional Development Related to Teaching: (Section 2.2.7.2.1)**

[please enter content here]

**Professional Development and or Professional Activity Related to the Faculty Member’s Academic Fields or to Scholarship of Teaching (Section 2.2.7.2.2)**

[please enter content here]

**Section Three: Engagement in the Life of the University (Section 2.6.3.4.3)**

This section must address the criteria in Section 2.2.7.3. The requirements in 2.2.7.3.1 must be addressed. The indicators for engagement in the life of the university listed in 2.2.7.1.2 are illustrative, not definitive or restrictive; other indicators may be supplied. The University expects engagement in all five sub-criteria-- Participation in the Shared Governance of the University (2.2.7.3.2); Attendance at Academic, Cultural, Artistic and/or Athletic Events on Campus (2.2.7.3.3); Service to the Faculty Member’s Academic Unit (2.2.7.3.4); Service to the University (2.2.7.3.5); and Service to the Community Beyond the University (2.2.7.3.6)--but makes no requirements as to amounts or types of engagement in any of them.

In discussing Excellence in Engagement in the Life of the University: please list two or more indicators that best describe your achievements in the past year and address them specifically in your narrative. You may draw from the illustrative list of indicators in 2.2.7.3.1 through 2.2.7.3.6, but there is no requirement that you do so.

**Basic Responsibilities Related to Engaging in the Life of the University (Section 2.2.7.3.1)**

[please enter content here]

**Participation in the Shared Governance of the University (Section 2.2.7.3.2)**

[please enter content here]

**Attendance at Academic, Cultural, Artistic and/or Athletic Events on Campus (Section 2.2.7.3.3)**

[please enter content here]

**Service to the Faculty Member's Academic Unit (department, division, school, etc.) (Section 2.2.7.3.4)**

[please enter content here]

**Service to the University (Section 2.2.7.3.5)**

[please enter content here]

**Service to the Community Beyond the University (Section 2.2.7.3.6)**

[please enter content here]

**Section Four: Professional and Ethical Relationships (Section 2.2.7.4)**

In the space below, briefly reflect on the AAUP Statement on Professional Ethics, as presented in Section 2.2.7.4 of the Faculty Manual. How has your work in the past year reflected the ideals of this statement?

**Formal Grievances:** This section must address any formal grievances lodged against the Faculty member, as covered in Section 2.15.

[please enter content here]

## **Appendices (Section 2.6.3.4.5)**

The Faculty member may include appendices as evidence for claims made in the Self-Evaluation.

[please enter content here]

## **STEP TWO: EVALUATION BY THE FACULTY EVALUATOR**

Following Spring Break of the second year of the two-year evaluation cycle, the Faculty Evaluator will review the Faculty member's Self-Evaluation and write an evaluation of *no more than 700 words*, addressing the Faculty member's performance during the period covered by the Self Evaluation. (Section 2.6.3.5)

The evaluation must specifically address each of the four Criteria for Personnel Action set out in Section 2.2.7: Teaching, Professional Development and Activity, Engagement in the Life of the University, and Professional and Ethical Relationships. In addition, the evaluation may also refer to altered criteria, established in writing for that Faculty member by a Memorandum of Understanding from the Provost in collaboration with FPC as specified in Section 2.2.9.5.4 of the Faculty Manual, or to the University's adoption of requirements of an outside accrediting agency. (Section 2.6.3.5.1)

The evaluation must cite specific examples of how the Faculty member has performed related to each criterion. If there are any deficiencies regarding these criteria, the Faculty Evaluator must state them explicitly. (Section 2.6.3.5.2)

*The Faculty Evaluator must send the written evaluation to the Faculty member by May 1. The Faculty member will have until May 10 to respond in writing to the written evaluation. The completed evaluation will be sent by the Faculty Evaluator to the Provost by May 15.* (Section 2.6.3.5.3, 2.6.3.5.4, pending)

### **Section One: Teaching (Section 2.6.3.4.1)**

[please enter content here]

### **Section Two: Professional Development and Activity (Section 2.6.3.4.2)**

[please enter content here]

### **Section Three: Engagement in the Life of the University (Section 2.6.3.4.3)**

[please enter content here]

### **Section Four: Professional and Ethical Relationships (Section 2.2.7.4)**

[please enter content here]

## **STEP THREE: FACULTY MEMBER RESPONSE (OPTIONAL)**

*The Faculty Evaluator must send the written evaluation to the Faculty member by May 1. The Faculty member will have until May 10 to respond in writing to the written evaluation. The completed evaluation will be sent by the Faculty Evaluator to the Provost by May 15.* (Section 2.6.3.5.3, 2.6.3.5.4, pending)

\_\_\_\_\_ I do not wish to offer a response to any of the four major areas at this time

\_\_\_\_\_ I would like to offer a response in the selected areas below:

### **Section One: Teaching (Section 2.6.3.4.1)**

[please enter content here, as appropriate]

### **Section Two: Professional Development and Activity (Section 2.6.3.4.2)**

[please enter content here, as appropriate]

### **Section Three: Engagement in the Life of the University (Section 2.6.3.4.3)**

[please enter content here, as appropriate]

### **Section Four: Professional and Ethical Relationships (Section 2.2.7.4)**

[please enter content here, as appropriate]

Form approved by FPC 16-Feb-2020