



MARTIN COMMUNITY COLLEGE INSTRUCTOR (SELF) EVALUATION

Name: _____

Review Period: _____

Position Title: _____

Type of Review: _____

Supervisor: _____

Date: _____

Rating:	A = Exceed Expectations	B = Meets Expectations	C = Partially Meets Expectations	D = Does Not Meet Expectations	E = Not Applicable
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I. Instruction	A	B	C	D	E
1. Demonstrates competency in subject matter					
2. Appears at ease and in control of learning situation					
3. Provides an atmosphere that encourages students to work effectively					
4. Gives feedback in a timely manner					
5. Designs and administers an online course that is organized and easy to navigate					
6. Provides a balance between publisher material and instructor-created material					
7. Engages with students online at least twice a week (<i>online instruction only</i>)					
8. Communicates a well-defined online attendance policy that is clear and easy to understand (for both students and administration) that includes information about the difference between "W" and "AW"					
9. Utilizes the gradebook effectively and defines grades in a way that is easy for students to understand					
10. Answers student emails in a timely manner (<i>within 24 hours weekdays, 48 hours weekend</i>)					

II. Organizing and Planning	A	B	C	D	E
11. Prepares and shares with students a course syllabus which defines learning objectives (LO) and schedule of instruction					
12. Provides a quality program of student evaluation consistent with LO					
13. Selects textbooks that are appropriate for LO and reading levels of students					
14. Selects instructional materials that are current and consistent with LO					
15. Plans for effective use of external resources (IE advisory committees, live projects, field trips, guest speakers, etc.)					
16. Identifies and requests instructional materials, library resources, and equipment as appropriate					

III. Student-Faculty Relations	A	B	C	D	E
17. Demonstrates an interest in students					
18. Is accessible to students					
19. Relates to students as individuals					
20. Is professional in dealing with students					
21. Is fair and impartial					

IV. Advisory Role	A	B	C	D	E
22. Aids students with the development and execution of a program of study					
23. Monitors student progress and maintains appropriate records					
24. Follows up on student problems and/or makes appropriate referrals					
25. Serves as a professional reference for students					

V. Institutional Procedures	A	B	C	D	E
26. Submits reports which are accurate and on time					
27. Manages budgetary resources effectively					
28. Maintains accurate records as required					
29. Is punctual					
30. Properly cares for equipment and facilities					
31. Participates in recruitment					

VI. Professionalism

	A	B	C	D	E
32. Respects rights and opinions of others					
33. Seeks constructive resolution to conflicts or differences with other personnel					
34. Effectively carries out committee and special assignments					
35. Accepts feedback in order to improve teaching					

Please give concise but thorough answers.

1. I have improved my teaching **ability** and/or **knowledge** during the past year by... (Workshops, courses, special activities, etc. Submit official transcript for courses completed.)

2. I have attempted to improve my teaching **activities** during the past year by...(Classroom preparation, organization, planning activities, etc.)

3. My strengths which enable me to carry out my role as an instructor are...

4. My weaknesses which hinder my performance as an instructor are...

5. The following was my best classroom experience this year...

6. The following was my worst classroom experience this year (include resolution) ...

7. I have helped students (beyond the classroom) during this past year in the following ways...

8. The following is a description of one collaborative engagement with other faculty and/or staff this year...

9. I have contributed to the recruitment and retainment of students this year by...

10. I have contributed to the growth and improvement of the College during the past year by...

11. The following is my teaching philosophy based on my growth as an instructor this year...

Other comments relating to my performance over the last year: