(1201-2021) COBE Faculty Self-Evaluation

**NOTE**: **You will be signed out of Faculty180 after 60 minutes of inactivity for security reasons. Please save your work accordingly.** It is recommended to prepare your evaluation narratives in a [Word document version of the form](https://www.boisestate.edu/academics-deptchairs/faculty180/faculty-resources/annual-evaluation-forms/) before entering it into this evaluation form. If you will be away from your desk for an extended time, place a character/number in any/all required fields and **save** your work so as not to lose it.  
 **ALSO NOTE:** **Do not** hit the 'Evaluate' button while you have an evaluation form opened, even if it's minimized. This will reload the form, and you will lose any unsaved progress.

**COBE Instructions:**

(1) As you discuss your teaching, please include a discussion of teaching portfolio elements as defined in the [COBE Annual Performance Review Guidelines](https://drive.google.com/file/d/1bdpMk97twNN1d9RKBZNBNOtob1mb-8__/view).

(2) In making Workload Variation requests, COBE has a [policy](https://drive.google.com/file/d/1BtFdIl3KuU4kNCd_ulUP-bfvqfqkrFBD/view) for extending the lookback period to six years due to COVID impact.

If you intend to request a workload adjustment based on research, please enter your quality points, percentiles and sources in the appropriate items under **Activities** > *RESEARCH: Scholarship and Creative Activities*.

**General Instructions:**

Please use this form to conduct a self-evaluation of your performance for the past calendar year, and discuss goals for the current calendar year.

No attachments are needed for this form. If you wish to attach items such as course evaluations, syllabi, article PDFs, etc. you should attach them to the appropriate item in Activities.

AEvaluation Period

|  |  |
| --- | --- |
| **Past Calendar Year\*** |  |

BReflections on Past Calendar Year Activities

Please use the boxes below to enter reflections on your performance over the past year.

|  |  |
| --- | --- |
| **Teaching Reflection (past year)\*** | 11pt    9 words |
| **Research Reflection (past year)\*** | 11pt    9 words |
| **Service Reflections (past year)\*** | 11pt    9 words |
| **Administrative Reflections (past year, if applicable)** | 11pt    0 words |
| **PDA Funds Usage (past year)\*** | 11pt    9 words |

CRequest for Workload Variation based on Prior Scholarship / Research

Please complete this section only if you wish to request a Workload Variation from the standard 3 - 3 teaching load in the next calendar year. To be considered, you must identify the Citation Source, Percentile and COBE Quality Points earned for each publication accepted over the past five years (COBE has a policy for extending the lookback period to six years due to COVID impact. Review that policy at the link provided in the Instructions for this form to determine how many years to look back.). Enter this information into the fields for publications under found in ACTIVITIES > RESEARCH: Scholarship and Creative Activities. A report containing your past five years of publications and quality points will be attached to your activities report.

|  |  |
| --- | --- |
| **Do you request to be considered for a workload variation?\*** | I do not wish to be considered  One Section Reduction  Two Section Reduction |
| **Enter the total COBE Quality Points here for your lookback period if you are requesting a workload variation** |  |

DFaculty Workload Proposal: Teaching (next calendar year)

In this section, please enter the title, number and credits of courses you would like to or propose to teach. Your teaching proposal will be considered, but is not guaranteed and may be adjusted according to the teaching needs of the department.

|  |  |
| --- | --- |
| **Current Calendar Year\*** |  |
| **Proposed Courses to Teach (next Spring)\*** | 11pt    5 words |
| **Proposed Courses to Teach (next Fall)\*** | 11pt    5 words |

EFaculty Workload Proposal: Scholarship (next calendar year)

Please enter your research/scholarship proposed for the next calendar year. You may include research that is ongoing as well as new research you plan to start. Each proposed research may include a brief research statement or topic, deliverables (conference presentations, papers submitted, finishing first draft etc.) and a timeline for these deliverables.

|  |  |
| --- | --- |
| **Proposed Scholarship/Research (Topic, Deliverables, Timeline)\*** | 11pt    4 words |

FFaculty Workload Proposal: Service (next calendar year)

Please enter your service proposed for the current calendar year. You may include titles of committees you would like to serve or any other service activity (to profession, department, college, university or community) that you plan to participate. For each, provide a brief service statement, who is being serviced, and the expected time of service.

|  |  |
| --- | --- |
| **Proposed Service (Service Statement, Service To, Expected Time of Service)\*** | 11pt    4 words |

GProfessional Development Account (PDA) Expenditures Proposal (next calendar year)

Describe your plans for expending your PDA funds for the next calendar year. Please estimate the amount needed, the activity name and how it supports your professional development goals.

|  |  |
| --- | --- |
| **Describe your PDA expenditure plans and how they support your goals.\*** | 11pt    4 words |

HProposed Administration (if applicable)

|  |  |
| --- | --- |
| **Proposed Administration** | 11pt    0 words |

IFaculty E-Signature

Please enter your name and the date when you complete this form. You may make further changes until you SUBMIT this from the Evaluation Menu.

|  |  |
| --- | --- |
| **Full Name\*** |  |
| **Date Completed\*** |  |