(1501-2020) SPPH 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.

**As of CY 2020**: Past calendar year's semester workloads and current spring workload is now entered in the new **Workload** section under "Activities". Only the past CY workload will appear in the annual activity report.

**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.

**Instructions**

Faculty, please use this form to conduct a self-evaluation of your performance for the past calendar year, as well as to discuss goals for the current calendar year. Your Activities Report will be automatically attached to this Self-Evaluation form.

Your division has requested that you include the following documents in your evaluation:

* Load a copy of your full CV in the Attachments section at the bottom of this form.
* Make sure you loaded the Syllabus and Course Evaluation for each class you taught last year. Attach the files to the appropriate class under *ACTIVITIES > TEACHING: Courses Taught*

AEvaluation Period

|  |  |
| --- | --- |
| **Evaluation Year\*** |                                                                                                                                                  |

BFaculty Narratives (past calendar year)

Narratives are used to reflect on aspects of your work that you feel should be acknowledged, beyond completion of assigned duties. For example, explaining course innovations, circumstances behind course evaluation results, noteworthy influence of your scholarship, etc.

|  |  |
| --- | --- |
| **Teaching (past calendar year)\*** |  11pt 12 words |
| **Scholarship (past calendar year)\*** |  11pt 12 words |
| **Service (past calendar year)\*** |  11pt 12 words |
| **Administrative Position [Service] - (past calendar year)\*** |  11pt 13 words |

CScholarly Activity Requirement

For tenure-track and tenured faculty seeking promotion: COHS Policy #210 (dated 10/5/2015) states, "Candidates must show evidence of having achieved an average of one (1) peer reviewed publications per year."

|  |  |
| --- | --- |
| **Have you satisfied COHS scholarship peer-reviewed publication requirement for the year of this evaluation?\*** |          |
| **If not, please discuss why** |  11pt 0 words |

DOPTIONAL: Other Faculty Comments (past calendar year)

What else about the past calendar year would you like to share that you believe may be important in terms of evaluating your performance?

|  |  |
| --- | --- |
| **Faculty Comments (past calendar year)** |  11pt 0 words |

EPlanned Fall Workload Distribution (current calendar year)

Workload distribution should total 50%. The percentages entered here should reflect the planned distribution of work for the upcoming fall as best as you know them as of the date you complete this form.

|  |  |
| --- | --- |
| **Current Fall Calendar Year\*** |                                                                                                                                                  |
| **Teaching % (next fall)\*** |  |
| **Scholarship % (next fall)\*** |  |
| **Service % (next fall)\*** |  |
| **Administrative service % (next fall)\*** |  |
| **Leave/Offset % (next Fall)\*** |  |

FGoals (current calendar year)

Briefly describe your goals for the current calendar year.

|  |  |
| --- | --- |
| **Current Calendar Year\*** |                                                                                                                                                  |
| **Teaching Goals (current calendar year)\*** |  11pt 12 words |
| **Scholarship Goals (current calendar year)\*** |  11pt 12 words |
| **Service Goals (current calendar year)\*** |  11pt 12 words |
| **Administrative Position service Goals (current calendar year)** |  11pt 13 words |

GOPTIONAL: Faculty Comments (current calendar year)

What else about the upcoming calendar year would you like to share that you believe may be important in terms of evaluating your performance?

|  |  |
| --- | --- |
| **Faculty Comments (current calendar year)** |  11pt 0 words |

HFaculty E-signature

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

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