(1801-2020) SPS 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. **New as of CY 2020**: Past calendar year's semester workloads and current spring workload data are now entered in the faculty member's **Workload** section under "Activities." Only the past CY workload will appear in your 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**

Use this self-evaluation form to complete the following:

1. Narratives for past calendar year
2. Projected workload for this coming fall term
3. Projected workload for next spring term
4. Projected workload for the following fall term
5. Projected workload for the following spring term

AEvaluation Period

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

BNarratives - Past Calendar Year

|  |  |
| --- | --- |
| **Teaching Narrative (past calendar year)\*** | 11pt    12 words |
| **Teaching Rating** |  |
| **Research Narrative (past calendar year)\*** | 11pt    12 words |
| **Research Rating** |  |
| **Service Narrative (past calendar year)\*** | 11pt    12 words |
| **Service Rating** |  |
| **Administration Narrative (if applicable)** | 11pt    0 words |
| **Administration Rating** |  |

CProjected Workload: Next Fall

Workload distribution should total 50% for each semester. (Standard default percentages are shown.) The percentages entered here should reflect your proposal for distributing your workload for fall of the next academic year.

|  |  |
| --- | --- |
| **Current Fall Calendar Year\*** |  |
| **Projected Fall Teaching %\*** |  |
| **Projected Fall Research %\*** |  |
| **Projected Fall Service %\*** |  |
| **Projected Fall Administration %\*** |  |
| **Projected Fall Leave/Offset %\*** |  |

DProjected Workload: Next Spring

Workload distribution should total 50% for each semester. (Standard default percentages are shown.) The percentages entered here should reflect your proposal for distributing your workload for spring of the next academic year.

|  |  |
| --- | --- |
| **Next Spring Calendar Year\*** |  |
| **Projected Next Spring Teaching %\*** |  |
| **Projected Next Spring Research %\*** |  |
| **Projected Next Spring Service %\*** |  |
| **Projected Next Spring Administration %\*** |  |
| **Projected Next Spring Leave/Offset %\*** |  |

EProjected Workload: Following Fall

Workload distribution should total 50% for each semester. (Standard default percentages are shown.) The percentages entered here should reflect your proposal for distributing your workload for the fall of the following academic year (i.e., fall after next).

|  |  |
| --- | --- |
| **Following Fall Calendar Year\*** |  |
| **Projected Following Fall Teaching %\*** |  |
| **Projected Following Fall Research %\*** |  |
| **Projected Following Fall Service %\*** |  |
| **Projected Following Fall Administration %\*** |  |
| **Projected Following Fall Leave/Offset %\*** |  |

FProjected Workload: Following Spring

Workload distribution should total 50% for each semester. (Standard default percentages are shown.) The percentages entered here should reflect your proposal for distributing your workload for the following academic year (i.e., spring after next).

|  |  |
| --- | --- |
| **Following Spring Calendar Year\*** |  |
| **Projected Following Spring Teaching %\*** |  |
| **Projected Following Spring Research %\*** |  |
| **Projected Following Spring Service %\*** |  |
| **Projected Following Spring Administration %\*** |  |
| **Projected Following Spring Leave/Offset %\*** |  |

GProjected Goals for Next Two Academic Years

Please describe your major goals over the next two academic year cycles in each of the areas.

|  |  |
| --- | --- |
| **Projected Teaching Goals\*** | 11pt    5 words |
| **Projected Research Goals\*** | 11pt    5 words |
| **Projected Service Goals\*** | 11pt    5 words |
| **Projected Administration Goals (if applicable)** | 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\*** |  |