



BROWARD COMMUNITY COLLEGE SELF-EVALUATION FORM

Broward Community College • Office of Personnel Operations • 225 East Las Olas Blvd. • Fort Lauderdale, FL 33301 • (954) 761-7450

DIRECTIONS: This form is to be completed upon data obtained from student evaluations, classroom visitation (if applicable) and general knowledge of the instructor.

The department head will complete the form through Page 4 and forward to the faculty member for review at least one week prior to the summary evaluation conference. The Summary of the Faculty Member's performance, the Summary Evaluation, and a Developmental Plan, if needed (Pages 5 and 6), will be completed at the summary evaluation conference. If a faculty member receives a "Needs Improvement" or "Unsatisfactory" Summary Evaluation, a developmental plan specifying corrective action and a timetable must be provided.

INSTRUCTOR NAME: _____ DATE: _____

DEPARTMENT: _____ CAMPUS: _____

	YES	NO		
1. I distribute an up-to-date course syllabus to each student	_____	_____		
2. I demonstrate the following communication skills:				
a. I speak distinctly with sufficient volume and appropriate speed.	_____	_____		
b. I maintain good eye contact and speaks to the entire class.	_____	_____		
c. I use appropriate vocabulary.	_____	_____		
d. I maintain attention and control of the class.	_____	_____		
3. I have been assigned courses for which I have the necessary skills and/or knowledge.	_____	_____		
	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	NOT OBSERVED NOT APPLICABLE OR DO NOT KNOW
4. I teach according to the department's performance-based objectives for courses assigned.	_____	_____	_____	_____
5. I use teaching materials appropriate to the specified objectives of courses assigned.	_____	_____	_____	_____
6. I use instructional strategies that enable students to achieve course assigned.	_____	_____	_____	_____

	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	NOT OBSERVED NOT APPLICABLE OR DO NOT KNOW
7. I use information from students and other sources to evaluate course content and procedures.	_____	_____	_____	_____
8. I use learning activities appropriate to the needs of students.	_____	_____	_____	_____
9. I teach in such a way that holds students' interest and stimulates intellectual curiosity.	_____	_____	_____	_____
10. I allow different student opinions in class.	_____	_____	_____	_____
11. I treat all students with fairness, equity and respect.	_____	_____	_____	_____
12. I am organized and well prepared for classes.	_____	_____	_____	_____
13. I encourage students' participation, as appropriate, in the instructional setting.	_____	_____	_____	_____
14. I encourage students to use additional learning resources; i.e., library, learning lab, learning resources, etc.	_____	_____	_____	_____
15. I maintain established office hours and keep appointment with students.	_____	_____	_____	_____
16. I communicate information about career opportunities related to the teaching discipline and/or information about college requirements as they relate to the content of the courses.	_____	_____	_____	_____
17. I record all grades and retain accurate records of students' performances.	_____	_____	_____	_____
18. I use evaluation instruments consistent with course goals.	_____	_____	_____	_____
19. I use fair and reasonable student evaluation procedures.	_____	_____	_____	_____
20. I return results of student evaluations within a reasonable time.	_____	_____	_____	_____
21. I respond in a timely and accurate manner to requests for information from appropriate college personnel.	_____	_____	_____	_____

PROFESSIONAL GROWTH AND DEVELOPMENT

PLEASE PROVIDE ANY OF THE FOLLOWING INFORMATION THAT YOU FEEL IS IMPORTANT IN DESCRIBING YOUR PERFORMANCE OVER THE PAST YEAR.

I. Professional Growth and Development

A. List of credit or non-credit courses taken during the past year and any new degrees earned or awarded.

B. List any workshops, conferences, or other professional activities you conducted or participated in during the past year.

C. List any exhibits held, recitals conducted, or similar activities completed during the past year.

D. List any papers presented, articles published, books authored or edited, research conducted, grant proposals written, manuscripts evaluated, and consultant activities conducted during the past year.

E. List any professional organizations in which you had an active role during the past year and describe your responsibilities.

II. Non-teaching Academic Responsibilities. List any campus, college, state, or national committees on which you served during the past year.

III. Community Service. List any community service activities which you engaged in during the past year.

IV. List any honors or awards received during the past year.

V. Other.

VI. My hope for my professional growth in the coming year is:

Instructor Signature _____ Date _____