



## Guidelines for Writing Your Self Evaluation

Your self-evaluation should be reflective and address the items in the Requirements for Conferral of Tenure listed in section IV of the [Tenure Policy #3.02.09](#) and the [Teaching Focus Procedure](#) (click on the hyperlinked text to access the respective policy and procedure). The self-evaluation should not include the exact content from previous self-evaluations (i.e., do not “copy and paste” content from previous self-evaluations) and be written to your audience, which consists of the evaluators and yourself.

Using the outline below taken from the Requirements for Conferral of Tenure and the Teaching Focus Procedure, address responsibilities defined in the procedure along with activities, accomplishments, failures, and challenges you have encountered that enhanced your self-growth since you submitted your last self-evaluation.

Each successively submitted self-evaluation should demonstrate the candidate’s continuous improvement and growth. The expectation is to set goals for a four-year process. All changes are not expected to take place in a one-year span.

- I. Education (Tenure Policy)
- II. Teaching Effectiveness (Tenure Policy: Student Evals, FET/Division Chair Evals)
- III. Teaching Activities (Teaching Focus Procedure)
- IV. Professional Growth/Teaching Development (Tenure Policy)
- V. Contractual Responsibility (Tenure Policy: Employment Contract and Teaching Focus Procedure)
  - a. Advising
  - b. Committee Responsibilities
  - c. Governance, Campus Welfare, and Learning Support Activities
- VI. Professional Ethics (Tenure Policy: Professional Ethics Policy #3.05.01)