

**Annual Faculty Self-Evaluation Review Form (Full-time Faculty)**  
**Austin Peay State University**  
**Policy Reference: 2:053 (Annual Faculty Evaluation Review)**

Evaluation period:

Evaluation of (name):

Date completed:

College:

Department:

**I. Performance Appraisal:**

**Note:** For purposes of workload calculation for the annual faculty evaluation, upon mutual written agreement by the faculty member and department chair, up to 10 percentage points in workload distribution shall be allowed to more accurately reflect actual evaluation workload.

**Please rate the employee using the following key:**

Level of Performance		Description of Performance
1 – 1.5	Far below expectations	Did not meet the responsibilities associated with the position.
2 – 2.5	Below expectations	Fulfilled most responsibilities, but did not fulfill all responsibilities. Inconsistent level of performance across tasks.
3 – 3.5	Met expectations	Fulfilled all key responsibilities. Consistently performed to established work standards.
4 – 4.5	Exceeded expectations	Fulfilled all key responsibilities & completed additional responsibilities as well. Consistently a high performer.
5	Far exceeded expectations	Far exceeded the job responsibilities in all areas & took charge of major projects. Consistent high performer & expert at position.

**Please select the appropriate performance level for each responsibility below.** A list of example criteria are bulleted.

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations	
Academic Assignment & Advising	<ul style="list-style-type: none"> <li>Used materials &amp; activities that actively engage student learning</li> <li>Used appropriate &amp; varied tools for evaluating &amp; assessing student learning</li> <li>Encouraged student interest in the subject area &amp; pursuing goals beyond the classroom</li> <li>Helped students define &amp; develop a realistic graduation plan &amp; continued educational/career paths</li> </ul>									
	1	1.5	2	2.5	3	3.5	4	4.5	5	
Comments (Optional)										

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations	
Scholarly & Creative Activities	<ul style="list-style-type: none"> <li>Participated in activities designed to enhance professional performance &amp; scholarship appropriate to discipline (e.g., research, recording, publishing, performance, conferences, grants)</li> <li>Kept current with discipline (e.g., by reading journals, attending exhibits, performances, conferences)</li> </ul>									
	1	1.5	2	2.5	3	3.5	4	4.5	5	
Comments (Optional)										

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations
Service	<ul style="list-style-type: none"> <li>• Collaborated with colleagues (including faculty, staff, administrators) to achieve shared goals</li> <li>• Served on committees at the departmental, college, &amp;/or university level</li> <li>• Engaged in collegiate &amp;/or mentorship activities</li> <li>• Engaged in service to one's discipline &amp;/or broader community</li> </ul>								
	1	1.5	2	2.5	3	3.5	4	4.5	5
Comments (Optional)									

Responsibility	Far Below Expectations		Below Expectations		Met Expectations		Exceeded Expectations		Far Exceeded Expectations
Administration	<ul style="list-style-type: none"> <li>• Submitted required documents/reports in a timely manner</li> <li>• Attended departmental, college, university, &amp; other required meetings</li> <li>• Communicated up-to-date information with peers &amp; administrators</li> <li>• Supported strategic plan</li> </ul>								
	1	1.5	2	2.5	3	3.5	4	4.5	5
Comments (Optional)									

IV. Acknowledgement: (print for signature)

Signature of Faculty/Instructor: \_\_\_\_\_ Date: \_\_\_\_\_