

**SOUTHERN UNION STATE COMMUNITY COLLEGE
FACULTY INFORMATION FORM**

YEAR: _____

NAME: _____

DATE: _____

REVIEWED BY: _____

DATE: _____

The following is a request for information that will assist your Dean/Chair in the development of your **annual evaluation**. Please respond to the following items and return them to your Dean/Chair within two weeks. Please assemble your information in the order of this request. Following receipt of your information, your Dean/Chair will contact you for an agreement on a time for your evaluation interview and observation, if applicable.

I. TEACHING RESPONSIBILITIES

- A. List courses taught last year. **(Include online/teleconference classes/if applicable.)**
 - 1. Include one sample syllabus, work schedule, any pertinent handouts, etc.
 - 2. Describe any modifications you have made in any documents or areas.
- B. Describe any use of methodology, technology, equipment, library resources, course assessments, student evaluations, etc. to improve student learning outcomes.

II. PROFESSIONAL DEVELOPMENT/ACHIEVEMENTS (address only those that apply). (From March 1 to February 28)

- A. List Professional Development Activities/Seminars, Courses, you have attended
- B. List Professional Organizations in which you are a member and leadership roles, etc.
- C. Certifications achieved
- D. Grants written and/or received
- E. Publications/book reviews you have written or read relating to your area/methods
- F. Seminars or presentations done
- G. Educational Activities/Courses
- H. Awards/**Other**

III. SERVICE

- A. Institutional (organizations, extracurricular activities, overloads, campus-wide events)
- B. Community involvement (organizations, public service, leadership roles, church, committees, other)
- C. **Other** Service Activities/Special Projects for the community or institution

IV. GOALS/ OBJECTIVES

- A. You must describe achievement/progress of your goals/objectives since your last evaluation.
- B. Describe your goals/objectives for the coming year (generally 2-4)
- C. **Additional comments/concerns/suggestions.**

V. OPTIONAL QUESTIONS FOR YOUR CONSIDERATION

1. Do you have any questions about your job responsibilities as outlined in your position description?
2. Please list and evaluate any changes to your job or additional duties/responsibilities assigned to you.
3. List what you consider to be your greatest strengths or accomplishments this year.
4. What changes would you like to see made to your job that would improve your performance and be beneficial to the college?
5. What accomplishments would you like to see your department or Southern Union as a whole achieve in the next three to five years?

