



LEHMAN COLLEGE

ANNUAL FACULTY EVALUATION FORM

Faculty Name: \_\_\_\_\_

Faculty Rank: \_\_\_\_\_

Evaluation Period: August 20\_\_\_\_\_ to May 20\_\_\_\_\_

**Process:**

Part I: Faculty self-evaluation – completed first by faculty member and submitted with updated CV to department chair in preparation for conference and evaluation.

Part II: Summary of conference, formal evaluation and statement of goals – completed within 10 days of the conference by department chair (or designee). Sent to faculty for response (optional) and signature within 10 days. When signed, the completed evaluation is uploaded by the chair to Digital Measures.

**Completion checklist:**

Annual Mandatory Training completed:

Title IX  Workplace Violence Prevention

Upload Evaluation to Digital Measures  Date: \_\_\_\_\_

Copy to faculty  Date: \_\_\_\_\_

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PART I: Faculty Self-Evaluation**

1. Report on Teaching, including classroom instruction, mentoring, advising (e.g., undergrad research, theses, dissertations), and related activities (e.g., non-credit instruction).

After reviewing your teaching/advising/mentoring over the past year, please evaluate your own progress including (a) highlights and activities; (b) achievements, modifications, evolution; and (c) goals for the coming year.

## 2. Report on Research / Scholarship / Creative Works

After reviewing your research / scholarship / creative works over the past year, please evaluate your own progress, including (a) intellectual contributions, artistic performances/exhibits, contracts/grants/ sponsored research, intellectual property, presentations, and research currently in progress (see Digital Measures for further explanation of each category); and (b) goals for the coming year.

3. Report on Service to the Department, School, College, CUNY, profession, and community

After reviewing your service over the past year, please evaluate your own progress, including (a) highlights and activities; (b) achievements, modifications, evolution; and (c) goals for the coming year.

## **PART II: Conference summary, formal evaluation and statement of goals**

### **1. Chair's Annual Evaluation**

Include (a) Summary of conference with faculty member; (b) Evaluation of teaching, scholarship, and service (with suggestions for improvement, if appropriate); and (c) Goals agreed upon for the upcoming year.

2. Faculty comments (optional):