

LEHMAN COLLEGE

ANNUAL FACULTY EVALUATION FORM

Faculty Name:

Rank:

Evaluation Period:

**Process**

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

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

Annual Mandatory Training completed:

Title IX □ Workplace Violence Prevention □

Upload Evaluation to Digital Measures □ Date:

Copy to faculty □ Date:

**PART I: Faculty Self-Evaluation**

1. Report on goals for Teaching, including classroom instruction, mentoring, advising, and related activities.

After reviewing your teaching goal(s) from last year, please evaluate your own progress including evolution/modification of goals and achievements.

1. Report on Goals for Research/Scholarship/Creative Works

After reviewing your research/scholarship/creative works goal(s) from last year, please evaluate your own progress including evolution/modification of goals and achievements. For untenured faculty, include use of reassigned time.

1. Report on goals for Service to the Department, School, College, CUNY, profession, and community

After reviewing your service goal(s) from last year, please evaluate your own progress including evolution/modification of goals and achievements.

**PART II: Summary of conference, formal evaluation and documentation of goals**

1. Chair’s Summary of Conference with Faculty Member

Include an action plan for areas of improvement\* and agreed-upon goals for upcoming year.

Teaching: Satisfactory 🞏 Needs Improvement\* 🞏

Scholarship: Satisfactory 🞏 Needs Improvement\* 🞏

Service: Satisfactory 🞏 Needs Improvement\* 🞏

Chair Signature: Date:

1. Faculty comments (optional):

Faculty Signature: Date: