

Self-Evaluations in FAAR (2016)  
August 22, 2016

You will complete your self-evaluation as part of the annual review evaluation process. Faculty members should follow these steps:


1. Complete the workload form for the relevant semesters (Fall 15 and Spring 16; in some departments, Summer 16 is included). You can work on these and save them to return to at a later time. When finished, go to step 2.
2. Submit the workload forms. This gives your Chair the opportunity to approve the forms or send them back for revision. For example, if you forgot to include an item or if you have an error in your course load, the form can be sent back to you for revision.
3. Beginning August 22, you will have a message to perform your self-evaluation. *Please do not do the self-evaluation prior to submitting your workload forms.* When you do your self-evaluation, you will see your review materials exactly as other reviewers see them. Thus, you can see your SOE and your CV (with attachments). You can type or paste your self-evaluation in the “standard evaluation input” box or attach it, depending on your department practices. NOTE: departments vary in what they ask of faculty in the self-evaluation (reflection, self-statement). Please be sure to work with your Chair/Director on the specific requirements/recommendations.
4. Your self-evaluation will now be a part of the record that subsequent reviewers will view and consider in their appraisal of your work.
5. Final note: for actions other than the annual review (e.g., sabbatical or promotion/tenure applications), you do not do a self-evaluation.

## E Standard Evaluation Input

Evaluation

**B** *I* U | [List Icons] | Font Size | [Link Icons] | [Image Icons]

Path: p

 No attachments uploaded.

Attachment	Type	Lock
<input type="button" value="Choose File"/> No file chosen	Select ▼	(faculty cannot delete) <input checked="" type="checkbox"/>