

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT
Form D - Self-Appraisal/Institutional Responsibilities Form

Appraisee _____ Date _____

Performance Appraisal: Semester _____ Year _____

Last Appraisal Date: Semester _____ Year _____

Section 1: Institutional Responsibilities

This section is completed by all full-time faculty, except those that are first-year tenure-track faculty.

Institutional Responsibilities are functions and tasks essential to the ongoing operation and effective achievement and operations of department/division, college, and district programs. Institutional Responsibilities do not include any activities submitted for Professional Growth and Development (PG&D), Article 44, any work you performed for your allotted Reassigned Time, or any work fully compensated by stipend. See Article 21 for a list of examples of activities counted towards institutional responsibilities.

Instructions: Outline the Institutional Responsibilities you performed since the last submission.

In the spring semester preceding the next academic year, full-time faculty are expected to plan how they will meet their institutional responsibilities for the next year. Please report all planned institutional responsibilities for the next academic year, if known.

Section 2: Self Appraisal

The appraisee is only required to complete Section 2 during an Appraisal cycle (the semester when you are being appraised):

The purpose of this Self-Appraisal is to provide the individual faculty member with an opportunity for introspection, reflection, and planning. It should point out areas of significant competence, effort and contribution made by the appraisee. It should also address recommendations made to the appraisee on his/her last appraisal cycle. The appraisee is to write a paragraph or two for each question below describing pertinent activities performed during the current appraisal and planned during the next appraisal cycle.

Previous Recommendation(s): If applicable, list and address any recommendation(s) from your most recent appraisal.

Plan: Reflect on your plan(s) for the past appraisal cycle and describe the plan(s) for this current appraisal cycle. Be sure to address all areas of your assignment, including plans for participating in curriculum development, SLO assessment and evaluation and for using results in efforts to improve student learning and success. Include here any goals that you have set for yourself or any new ideas, technology or teaching methods that you have employed or that you plan to employ. Explain how you plan to measure the results of these efforts.

Steps Taken to Stay Current: This refers to your academic field and/or your teaching assignment or service area. Evidence of currency in the field by participation in activities such as professional conferences, workshops, seminars, webinars, presentations, professional activities, exhibitions, or publications. Currency in the field may also be demonstrated by the currency of course materials and teaching methods.

Professional Activities. This refers to your academic field and/or your teaching assignment or service area. Describe workshops taken, textbooks written or being written, service in a professional organization, awards or special recognition received, research undertaken, conference presentations, community presentation or service, etc.-This would also include workshops taken/given, conference attendance, coursework done or curriculum development/revision, workshops, seminars, webinars, presentations, exhibitions, or publications.

Equity and Inclusion: What are you doing to foster an environment that promotes equity, inclusion, and equal opportunity for students and employees of the district? (Guidelines: Articles 24A.4 (d, e, f) or 24B.4 (d, e, f))

Other. You may include anything here you feel is pertinent, but not covered in any of the other sections.

Appraisee

Date