This form is to be used as a self-evaluation tool for the annual review process. It should be completed and submitted to your supervisor by March 1. A self-evaluation provides your supervisor with your thoughts and reflections on your performance and your future. The evaluation should be completed in the context of the supervisor’s and faculty member’s common understanding of the description of the position occupied by the faculty member. Contact Human Resources if a description of the position is needed.

Please complete part I and complete part II if you and your supervisor deem it helpful for evaluation purposes.

After you submit this form to your supervisor, a meeting will be held with you and your supervisor to discuss your self-evaluation. Following the meeting, your supervisor will write a summary evaluation and share it with you. Copies of both documents will be filed in your personnel file in the Human Resource office. Constructive and transparent dialogue will enhance the value of the evaluation for the faculty member and their supervisor.

Annual discussion and feedback regarding performance are a critical part of building healthy working relationships and working effectively together to accomplish the mission of Earlham College. If you have questions or concerns regarding the evaluation process, please contact the Human Resource office (ext 1628).

I. Projects, Goals, Obstacles, Interests, Other

A. What projects/goals were completed in the past year? Indicate those that gave you the greatest satisfaction.

B. What projects/goals were not completed and what were the circumstances/obstacles that prevented completion?

C. What projects/goals would you like to see included in your plans for the coming year? Include how Earlham can support you in accomplishing your projects/goals and how your projects/goals fit into the longer-term institutional contributions of your position. Include any interest in educational or professional enhancement.

D. Are there areas of interest, specific projects or opportunities that you would like to pursue outside of your position? Any issues related to career plans over the near or long-term future?

E. Any disappointments that you would like to discuss?

F. Are there ways your supervisor could better support you?

G. Other comments if any:
II. **The Four Criteria (OPTIONAL)** - (Please circle your self-evaluation in the following four areas)

A. **Administrative**

<table>
<thead>
<tr>
<th></th>
<th>Effective</th>
<th>Acceptable</th>
<th>Not Effective</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>1) Stewardship of time, resources, and budget</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>2) Set appropriate goals and develop meaningful projects</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>3) Follow through on activities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>4) Responsiveness to those served</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>5) Flexibility and willingness to change</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>6) Ability to work effectively with colleagues</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>7) Supervisory Skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>8) Problem-solving, creativity, and trouble-shooting</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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</table>

Comments:

B. **Quality of Mind**

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<tr>
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<tbody>
<tr>
<td>1) Identified and read relevant reading materials</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>2) Involved in relevant professional organization</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>3) Current on recent developments in my field</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>4) Presented publicly</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>5) Incorporated new learning into my work this year</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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</table>

Comments:

C. **Contributions to the Community**

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<tr>
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<th>Not Effective</th>
<th>Not Applicable</th>
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</thead>
<tbody>
<tr>
<td>1) Regularly attended faculty meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>2) Regularly attended college conference meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>3) Regularly attended departmental meetings</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>4) Helpful and supportive relationships with colleagues</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>5) Attendance College functions and events</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>a. Convocations and/or lectures</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>b. Athletic contests</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
<tr>
<td>c. Music and theater productions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
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<tr>
<td>6) Involved outside of Earlham College in the community</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>N/A</td>
</tr>
</tbody>
</table>

(Richmond, Wayne County, and state, national, and international)

Comments:

D. **Institutional Fit**

1) Describe your resonance or any dissonance with the basic mission and ethos of Earlham as articulated in the College Mission Statement, the Statement on Earlham as a Quaker college, and the Earlham College Community Principles and Practices.