

Appendix E: Self-Study Format: Tenured/Tenure-Track Faculty

Purpose: The purpose of the self-study is to provide an opportunity for introspection and planning for the future in your performance review. If you have made goals in the past, you should review your progress. If you have goals for the future, you should state them. Please adhere to the following guidelines:

- You are expected to follow the appropriate format below. Include all of the headings of the format in your report (they are in boldface.)
- Please type your report; this is a professional document and should reflect your professional standards.
- Please limit your report to no more than four pages, single-spaced.
- If you attach supporting documents, be sure they are clearly referenced in the text of your report.

Tenured / Tenure-Track Faculty Review -- Self-Study Format

I. *Response to Recommendations of Previous Review*

List all recommendations from your previous review and the steps you have taken to remedy them.

II. *Review Cycle History*

Please list changes in assignment, course development activities, or any other activities that have affected your assignment since your last review.

III. *Professional Activities*

These would include workshops attended, textbooks written or being written, service in a professional organization, research undertaken, conference presentations, etc.

IV. *Service*

- a. to your department/area
- b. to the college/district
- c. to the community

Please list all activities you have undertaken since your last review. These would include service on advisory committees and departmental committees, speaking engagements, etc.

V. *Efforts Taken to Stay Current*

- a. in your field
- b. in your assignment (teaching or delivery of services such as counseling, library, etc.)

These would include workshops attended, research undertaken, conference presentations, service on advisory or departmental committees, speaking engagements, etc.

VI. *Future Directions*

- a. Assessment: Reflect about your strengths and weaknesses in areas such as, but not limited to, student learning outcomes, professional growth, program development, research and scholarship, teaching effectiveness, or discipline currency. What information (qualitative or quantitative data) that helped you in this assessment?
- b. Goals: Comment on your future goals to address the identified strengths and weaknesses.
- c. Resources: Please identify specific departmental, college or district resources needed to help you reach your goals.

VII. *Other*

You may include anything here you feel is pertinent but did not get covered in any of the other articles.

VIII. *Attachments*

Please attach copies of your course syllabi for the courses you are teaching during the semester of your review. You may also attach any supporting documents you wish, for example, for classroom faculty, department objectives, course manuals, classroom materials developed during this review cycle, etc. For non-classroom faculty, work portfolios may be submitted. These will be returned.