



Faculty Self-Evaluation Form -- Fall 2018
(for the period September 1, 2017 – August 31, 2018)

«title» «firstname» «midinit» «lastname»
 «rank»
 «dept»
 Years at JCU: «yrsjcu»/ Years in Rank: «yrsrank»
 Tenure: «tenure»

Please complete all sections of this form that apply to you. If you have nothing to report in a particular section, indicate "none." Some data have been supplied; please correct errors and supply missing data. The shaded areas indicate places for your input as appropriate. You may add pages in order to complete any section.

A. TEACHING

1. Teaching Load.

Please supply your teaching load for a) end of term for Fall 2017 and b) end of term for Spring 2018. For each semester, include courses, section numbers, number of credits, and number of students.

Did you have a Teaching Load Reduction for 2017-18?	<input type="checkbox"/>	Yes (research)	<input type="checkbox"/>	Yes (other)*	<input type="checkbox"/>	No
Do you have a Teaching Load Reduction for 2018-19?	<input type="checkbox"/>	Yes (research)	<input type="checkbox"/>	Yes (other)*	<input type="checkbox"/>	No
*If other, please specify:						

a. Fall 2017		
Course	Credits	#Students

b. Spring 2018		
Course	Credits	#Students

2. Advising (for 2017-18 academic year).

a. Number of advisees.

Freshman / Sophomore (pre-major): <i>This figure, provided by the Office of Academic Advising and Student Services, is accurate as of mid-July 2018.</i>	«advisees»
Major:	

Graduate:	
-----------	--

b. Summer Teaching and Orientation.

Summer teaching and participation in summer orientation fall outside the 9-month contractual obligations of faculty and are remunerated independently. While of interest and some significance, they do not weigh as heavily as other items in Section A.

Transfer student orientation session(s):	
First-year student orientation session(s):	
Summer course(s):	

c. Academic Advising.

Describe your approach to academic advising and how any experiences over the last year have affected this approach.

--

3. Independent Studies and Master's Essays / Theses.

List independent studies and master's essays/theses directed in academic year 2017-18.

Information on essays/theses comes from the Office of Graduate Studies. This information is incomplete for Summer 2018, so please feel free to add material where necessary.

«essay1»

«essay2»

«essay3»

--

4. New Courses / Major Course Revisions.

List any new courses offered or major course revisions undertaken in academic year 2017-18.

--

5. Teaching Accomplishments and Effectiveness (in academic year 2017-18).

a. Teaching-oriented scholarship.

Include readings, workshops, or other activities aimed at improving your teaching.

--

b. Innovation and implementation.

Focus on changes you have made to keep courses up to date with developments in your discipline, and any other innovations you have incorporated into your teaching.

- c. Evaluation of academic year 2017-18.

Include a personal statement about the effectiveness of techniques you have tried. A summary of peer and/or student evaluations also may be included.

B. RESEARCH / SCHOLARSHIP

Items described below should be limited to those published or undertaken between September 1, 2017, and August 31, 2018.

1. Publications

An attempt has been made to classify the entries provided for you. Entries are coded by bracketed numbers designating the following categories: books [1]; articles/chapters/proceedings [2]; monographs/reports [3]; reviews, review articles, and reference-work articles [4]; creative works [5]; newspapers, newsletters, miscellaneous [6]; journal editorship [7]. Please correct the classifications if necessary, and provide a rationale for the correction. Also, please eliminate any publications for which you previously claimed credit (for example, any publications that were issued early in 2017 and appeared in last year's evaluation). The listing provided is limited to works submitted to Grasselli Library and subsequently included in the Faculty Bibliography.

Please feel free to add works published between June 30 and August 31, 2018, that may not have appeared on the pre-printed form. In addition, place an asterisk () before a refereed publication.*

2. Unpublished Research.

- a. Papers presented (but not published) at academic gatherings.
Cite full titles along with name, place, and date of meetings.

- b. Research definitely accepted (not only submitted) for publication.
Please attach documentation. Also, please comment on any accepted research listed on prior annual self-evaluations and still unpublished.

c. Research in progress and its status.

If you are requesting a course load reduction for academic year 2019-20 in conjunction with this research, please indicate by checking the space below. You may then omit this section and proceed to #3a.

I am requesting a course load reduction for academic year 2019-20 in conjunction with **research** in progress. (Please see #3a below.)

Describe research in progress and its status (just begun, mid-stage, near completion).

3. Course Load Reduction

The standard faculty course load is 12 credit hours per semester. If you are or have been teaching fewer than 12 credit hours, you must complete this section. If you are requesting a new course load reduction for research or asking for a continuation of a course reduction for research granted for 2018-19, follow the procedures outlined in the standards and procedures of your college or school. If you were on a course load reduction in 2017-18 but did not request a continuation of it for 2018-19, please report briefly on the results of your project.

a. Research in progress and its status.

Describe research in progress and its status. If applicable, describe any other research proposal for which you are requesting a course load reduction.

b. Course load reductions.

List all course load reductions that you hold (per semester) for reasons other than research/writing (e.g., chairing a department, administrative assignment, editorial role).

4. External Grants (Sponsored Research).

List research and/or grant proposals submitted for funding by sources outside the University and indicate their present status, i.e., funded, pending, denied.

5. Certifications (certification required of all faculty).

a. Policy on Conflicts of Interest Related to Sponsored Projects.

By initialing the box below and signing this self-evaluation form, I attest that I have read and comply with the John Carroll University Policy on Conflicts of Interest Related to Sponsored Projects concerning research and consulting activities as set forth online at

<http://webmedia.jcu.edu/research/files/2012/06/SRDisclosurePolicy.pdf>.

_____ [please initial]

b. Policy of the Institutional Review Board for Human Subjects.

By initialing the box below and signing this self-evaluation form, I attest that I have read and comply with the John Carroll University Institutional Review Board Policy, as set forth online at <http://webmedia.jcu.edu/research/files/2013/01/IRBPolicy.pdf>.

_____ [please initial]

6. Other Scholarly Activity.

List below other scholarly activity not captured elsewhere on this form.

C. SERVICE (for the period September 1, 2017 – August 31, 2018)

1. Professional Academic Service.

a. Offices held, committees chaired, conferences convened, etc., in conjunction with scholarly or professional associations. Indicate board memberships or offices.

b. Journal editing, book/article abstracting, journal article refereeing, book refereeing.

c. Memberships in or attendance at professional academic/practitioner associations.

2. University Service.

a. Committees (department/college/University), including committee chairing.

b. Other University service.

3. Service outside the University.
Please specify remunerated or non-remunerated.

a. Professionally related service.
Include professionally related talks, presentations, consultations, board services, and community-related activities or services.

b. Other community service.

D. PROFESSIONAL DEVELOPMENT

Please list any item of professional development not included above.

E. PROFESSIONAL RECOGNITION

Please list any awards or honors you have received in recognition of your teaching, scholarship, or service to your community or academic discipline.

FACULTY MEMBER'S COMMENTS

Signature of Faculty Member

CHAIRPERSON'S COMMENTS

1. General

2. Course load reduction for research for academic year 2019-20

Signature of Faculty Member

Date

Signature of Chairperson

Date

The faculty member's signature indicates that the chair's comments have been shared with the faculty member.

(Optional) **RESPONSE OF FACULTY MEMBER TO CHAIRPERSON'S COMMENTS**

Signature of Faculty Member