NTT Self Evaluation Tool
This suggested outline can help with the writing of your self-assessment. For additional information, review the Non-Tenure Track Faculty Evaluation Process. Your NTT self-assessment may be summarized on the Non-Tenure Track Faculty Self Assessment Form-PERS 954

Primary Duties
- Instructional Performance
- Other assigned responsibilities
- Other voluntary responsibilities

Proficiencies
- Command of subject matter or discipline
- Oral English proficiency
- Ability to organize, analyze, and present knowledge or material
- Ability to encourage and interest students in the learning process
- Ability to advise and give direction for student activities

Other
- Contributions to instructional needs & goals of the dept./college/university
- Willingness to teach needed courses
- Teaches to the goals of the department/college/university
- Collaboration with other faculty members

Common teaching activities
- Planning, instructing groups, assessing
- Advising, supervising, guiding, and mentoring
- Developing courses and learning activities
- Developing as a teacher (attending teaching development sessions)

Faculty-student interaction to promote student learning
- Clarity of expectations and explanations
- Engaging students
- Supporting student learning
- Listening to student comments and questions

Teaching philosophy
- Beliefs about teaching
- Teaching preferences, strengths, passions
Student evaluations
  • Interpret student ratings

Additional Pertinent Information
  • Syllabi (course design)
    o Objectives
    o Course materials
    o Assignments
    o Assessment
  • Artifacts (student work documenting learning)