##

## Annual Faculty Self-Evaluation

Dear HCD Faculty Member,

Thank you for being a valued part of the University of Hartford community. In the constant pursuit of Hartt Community Division’s mission to ***enrich lives through innovative and unparalleled performing arts education***, we believe that we must continually reflect on our programming, teaching, and professional development – all with an eye toward better-serving our students. As such, engaging and retaining the region’s best, most-innovative faculty is critical and at its core, is what makes our school distinctive.

Providing regular opportunities for feedback, both for our students and faculty is imperative to understanding successes, celebrations, and areas for growth. Faculty evaluation, both by department chairs and self-evaluation is the most direct method to review teaching, set meaningful goals, and award merit where it is due.

The purpose of self-evaluation, in addition to those outlined above, is to provide a goal-setting and self-reflection opportunity for each faculty member. Each self-evaluation document will be reviewed by the respective Department Chair and the Director and will be used in concert with HCD records, past evaluations, and Chair recommendation to award merit.

Merit increases will be assessed on an annual basis, pending available resources. Faculty members who exhibit exceptional activity and fulfill the requirements of their position, as outlined in the *Integral Role of Hartt Community Division Faculty*, are eligible for merit. Merit awards will be made at the sole discretion of the Director.

More information about the Roles and Responsibilities for evaluation are outlined in the Faculty Handbook on page 27.

**Timeline**

* Self-evaluation messages will be sent to all faculty in May of each year with regular reminders throughout the summer months.
* Faculty will have until October 1 (following fall) to submit their self-evaluation document for the previous year, September 1 to August 31.
* In October, Department Chair one-on-one meetings with the Director will focus on faculty self-evaluation review. Based on these meetings further action would be taken to:
	+ - Provide a written response (“thank you for your self-evaluation...”) **and**,
			* Schedule a Department Chair dialogue with the faculty member, **or**,
			* Schedule a Department Chair and Director conference with faculty member
		- Suggest merit increase or other action

**Completing Your Self-Evaluation**

There is not a specific form for the self-evaluation process. Faculty is encouraged to write freely about their work and activities during the previous academic year. Faculty is expected to address each of the 4 *Self-Evaluation Topics* (listed below). It is suggested to keep responses in paragraph form – length and scope will vary, but should accurately reflect activity.

Self-Evaluations can be completed in *Word* (or other word processing) format, but must be delivered in PDF form (or in Microsoft Word). Please include your first and last name.

***Self-evaluations can be emailed to Noah Blocker-Glynn at*** ***glynn@hartford.edu***

**Self-Evaluation Topics**

*Please respond to all*

**Evaluation Period is September 1 through August 31**

1. ***Teaching Philosophy***
2. **Teaching and Studio Activity**
	* + Overview of teaching strategies, lesson structure, student load, studio classes, etc.
		+ Overview of student activity
			- Examples: major milestones, recitals/performances, competitions, ensemble or other school participation, etc.
		+ Have you tried something innovative or new?
		+ How do you feel about your teaching?
		+ How do you define a good lesson?
		+ Do you ever reschedule lessons or cancel for gigs? If yes, how often?
3. **Professional Development**
	* + Overview of training, continuing education, certifications, master classes, etc., that have been attended
			- including HCD-sponsored meetings/trainings
4. **Service, Community Building, and Collaboration**
	* + Overview of engagement in the school, outside performances, recruitment activities, presentations/lectures, etc.
		+ Overview of service to the school’s mission and vision
		+ Overview of collaborations with other faculty members (including cross-disciplinary connections), outreach events, social engagements, work within the university, etc.

Questions about the self-evaluation process can be directed to Noah Blocker-Glynn, glynn@hartford.edu or 860.768.5546.