

# Kapi'olani Community College

Arts and Sciences Division  
MATH & SCIENCES Department

## Lecturer Self-Assessment Guidelines

(revised 1/28/2011)

Annual self-assessments are required for A and B level lecturers. (C-level lecturers are required to turn in only copies of reports of their student feedback surveys; if you are unsure of your level, please contact the Human Resources Office.)

The assessments are generally due on **April 1**, unless otherwise stated by the Dept. Chairperson, who will review your report with your discipline coordinator.

For lecturers hired in the spring semester: When the time comes to submit lecturer self-assessments, you will have only a couple of months' worth of teaching experience at the College and you won't have data from the student feedback surveys for your course(s). Your self-assessment should respond to questions 1, 2, and 4 below, based on what you have observed and experienced so far.

NOTE: Each type of course taught should be addressed separately.

### Guidelines for Self-Assessments

Art and Sciences lecturers should write a 2-page memo to the department chair, responding to the following questions:

1. What strategies, methods, materials, and/or assignments did you employ to create a positive learning environment and to assist students in achieving the course objectives?
2. What features of your course support discipline, departmental, or college emphases? (College emphases include Writing Across the Curriculum, Critical Thinking, International Education, Information and Technology, and Service Learning. Discipline and departmental emphases may vary.) College emphases may be reviewed here: <http://programs.kcc.hawaii.edu/as/index.htm>
3. What does the data from [ecafé](#) tell you about your teaching? What changes would you like to see in your teaching or in terms of what your students take away from your classes?
4. If you submitted a self-assessment the previous year, how have you implemented any improvements you, your peer evaluator, or your department chair suggested?
5. What changes, if any, would you like to make to improve the course for you and your students should you be assigned the course again?

Please attach the following documents to your memo:

Copies of reports of student feedback surveys from [ecafé](#)

Peer evaluation (one per year, done in Spring or Fall)

Last Year's Recommendations, if any, from your chair or discipline coordinator

Optional Attachments: A short statement of your professional activities related to maintaining or increasing your knowledge and expertise in your discipline and/or in teaching methodology.