

Preparing a Reflective Self-Evaluation Statement for Consideration for Term Renewal, Continuing Appointment, and Promotion

Purpose

The reflective self-evaluation statement is an opportunity for the candidate to provide an interpretation of the materials submitted in support of term renewal, continuing appointment, or promotion. This statement should not merely restate accomplishments or information already presented in the vita, but rather should reflect on the significance of the evidence presented in the areas of teaching effectiveness, contributions to the discipline, and service.

- Reflections on teaching should include brief teaching philosophy, how that philosophy is used in practice, adjustments and changes to teaching methodology over time, and use of SOFI scores and comments and peer reviews to make improvements and/or adjustments to teaching.
- Reflections on the contributions to the discipline should include a brief discussion of progress in research/creative agenda, and how the contributions relate to and advance debates and knowledge in the discipline, or contribute artistically to the field.
- Reflections on the significance of service contributions should include how they contribute to the goals of the department/college and/or how professional service has been used for the public good.

Outline

The reflective self-evaluation statement should be organized according to the sections that are based on the SUNY Board of Trustees guidelines and that are consistent with the Personnel Evaluation Report (PER) Form:

- Introduction – include mastery of subject matter, as demonstrated by such things as advanced degrees, licenses, honors, awards and reputation in the subject matter field.
- Teaching Effectiveness – as demonstrated by such things as judgment of colleagues, development of teaching materials or new courses and student reaction, as determined from surveys, interviews and classroom observation.
- Contributions to the Discipline – as demonstrated by such things as success in developing and carrying out significant research work in the subject matter field, contribution to the arts, publications and reputation among colleagues.
- Service – as demonstrated by such things as college public service, committee work, administrative work, and work with students or community in addition to formal teacher-student relationships.
- Growth – as demonstrated by such things as reading, research or other activities to keep abreast of current developments in the academic employee's fields and being able to handle successfully increased responsibility.

If you wish, you may embed links in your reflective self-evaluation to relevant supplementary documents. When inserted as follows, the links will be accessible when the document is saved and uploaded as a pdf.

- To embed a link, first upload to Google Drive the document to which you wish to link. Right-click on the document, click "Get shareable link," then return to the document into which you wish to embed the link, and highlight the word(s) where you wish to embed the link. You will then right click on the highlighted word(s), select "Hyperlink", then right-click and paste the link into the address field of the popup box, and click OK. (Please note that Apple commands may differ slightly.)