**Instructions:** Please complete your self-evaluation in research, scholarly, creative, and professional activities; teaching, Extension, mentoring, and advising; and service and outreach. The specific categories of research/scholarship, teaching, and service are the same as used in the University of Maryland curriculum vitae at <https://www.faculty.umd.edu/university-cv-template>. The self-evaluation in all three of these categories should be aligned with expectations for the type of position (tenured faculty, tenure-track faculty, professional track faculty).

This self-evaluation form is a guide to help you reflect on your job performance during 2021, specifically highlighting items that are not typically included in your APT/AEP CV or in discussions with your Program Leader or Area Extension Director/City Extension Director/Program Director.

Within the appropriate categories of scholarship, teaching, service, and professionalism, list your:

* Significant local, state, national, and/or accomplishments of the past year in research and scholarship, teaching, and service and what circumstances or factors helped you to achieve those accomplishments. Expand on 3-4 major accomplishments that were cited in your CV.
* Research and Scholarship Section (2021 submissions and works in progress) – This may include grant proposals submitted and publications submitted, pending, under review, or other scholarly outputs that were not reported in the APT/AEP CV.
* Teaching Section (2021 teaching outputs and outcomes) – This may include more detailed expansion of teaching outputs and outcomes from 2021 under major Extension programming or other sections in the CV. This may include any KASA (Changes in Knowledge, Attitudes, Skills, and Aspirations), actual behavioral changes, or relevant outcomes from your program evaluation. You may attach a separate document if additional space is needed.
* Service Section – (2021 activities) – This may include more details and results of participating in key leadership roles and team activities.
* Professionalism Section – This provides you with an opportunity to discuss your teamwork contributions within your local unit, cluster, program area, action team(s), and in UME overall. Include how you have exhibited professionalism through leadership, teamwork, and work habits such as civility, dependability, productivity, initiative, cooperation, and adaptability.
* Major challenges Section – This provides reflection on challenges faced during this past year in research and scholarship, teaching, and service and what you learned from those challenges that will help you in your career and service to Maryland residents. We understand the challenges from the pandemic this past year.

In the comments section, you can include any additional information not covered by these four categories. You can also include any professional support needed from your Program Leader, Area/City Extension Director, Program Director, and/or other co-workers to help you to be more productive, provide high-quality service, and build your professional skills. You are also encouraged to schedule time with your Area Extension Director/City Extension Director/Program Director to reflect on this year and the previous year’s evaluation. If you have any questions, please contact your Program Leader.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Educator Name:** | | |  | |
| **County/City/Unit:** | | |  | |
| **Program Area:** | | |  | |
| **Research, Scholarly, Creative, and/or Professional Activities**  Items to consider: Books; journal articles; conferences, workshops, talks; publications; creative work; online databases, radio or TV broadcasts; newspaper, magazine, and newsletter columns;contracts and grants; and volunteer contributions. | | | | | |
| **2021 Significant Accomplishments** | | |  | |
| **2021 Submissions and Works in Progress (Provide the details with citations)** | | |  | |
| **2021 Major Challenges** | | |  | |
| **Teaching, Extension, Mentoring, & Advising**  Items to Consider: Courses taught; major Extension programs; curriculum; mentorship of junior faculty; learning outcomes assessment; and teaching awards. | | | | | |
| **2021 Significant Accomplishments** | | |  | |
| **2021 Teaching Outputs (e.g., # of classes, #participants) and Outcomes (e.g., KASA and actual behavioral changes from program evaluation)** | | |  | |
| **2021 Major**  **Challenges** | | |  | |
| **Service & Outreach**  Items to Consider: Editorships; reviewing activities for journals, agencies, conferences; university, college, department, and other committees; community engagement; international activities; outreach presentations; media contributions; community service; service awards and honors. | | | | | |
| **2021 Significant Accomplishments** | | |  | |
| **2021 Major**  **Challenges** | | |  | |
| **Professionalism**  Items to Consider: Leadership and teamwork at the local, cluster, program area, action teams, and UME overall; work habits such as civility, dependability, productivity, initiative, cooperation, and adaptability. | | | | | |
| **2021 Significant Accomplishments** | | |  | |
| **2021 Major**  **Challenges** | | |  | |
| **Overall Comments, include any professional support that is needed to help you to be more productive, provide high-quality service, and build your professional skills:** | | | | | |
| **Overall Rating** please check one | **Exceeds Expectations** | **Job Well Done** | | **Needs Improvement** | |

Please complete and return this form to Dee Dee Allen, [dallen3@umd.edu](mailto:dallen3@umd.edu), by January 15, 2022.