College of Arts and Sciences

Advising System

Self-Evaluation Template for Advisors' Annual Reviews

As you work on annual reviews, and in order to facilitate your own assessment of responsibilities and performance in the context of your unit, please take into consideration some key components of the CAS Advising System (CASAS) description as it pertains to professional advisors and/or to faculty members where advising is identified as part of their workload.

Also, if you participated in the Student Advising Survey during the fall semester, you will receive your results and comments, including the CAS summary, and so will your chair.

This is a **suggested template** for your report. Do consult with your Chair/ supervisor as to his/her preferences or specific needs.

1. Context:
- How does advising fit into your department/ unit's structure. You should include issues regarding communication/ interaction between your and undergraduate faculty/ program coordinators/ chair
- What is expected of you? (See the job description provided to help frame your answer.)
- Suggestions/ recommendations you may have on how the advising experience can be improved for your students that would need departmental support.

2. Individual performance for this past year
- Data on your workload (number of students advised; rate of satisfaction you received, comments from students…)
- What did you do to promote your efficiency/ success as an advisor? (NACADA or ACADA trainings, newsletters or communications to students, creating or cleaning up student records…)
- How did you contribute to the success of your program? (Any additional projects/ extra duties/ reports that you provided or took over?)
- Self-assessment: what did you do particularly well, and what would you want to improve?
- Goals for the next year