



## Writing a Letter of Self-Evaluation: The Reflective Narrative

### **Workshop Outcomes**

- Participants will reflect on and analyze their contributions, challenges, and development as a faculty member and write a holistic assessment of their work.

### **Product**

Letter of reflection and self-evaluation (draft)

### **Before the Session**

Ask participants to carefully review the materials they produced in the workshops for teaching, research and scholarship, service, and professional goals and action plan *before* the session, and to make note of important elements of those materials.

Schedule the session in a room with tables that will afford each participant adequate workspace and one that is conducive to quiet work. Ask each participant to bring a laptop for the session's work.

### **Pre-Session Assessment Questions**

How prepared do you think you are to write a letter of reflection and self-evaluation?

[Not at all; Slightly; Moderately; Very; Extremely]

### **Workshop Outline**

0:00 (10 m.)

#### Introduction and instructions

We're going to focus our efforts today on writing a draft of your letter of self-evaluation. You've completed much of this work already in earlier workshop modules, and you've reviewed it before this meeting. Your focus should be on the "What? So what? Now what?" of your professional life.

We'll use timed writing to accomplish this goal today. You'll have 15 minutes to write, and then 1-2 minutes for a break; we'll repeat this cycle five times. In these 15-minute periods, you should write with the goal of getting content on paper (digitally); you should try to be typing as much of those 15 minutes as possible. Do not edit, don't review what you've written, don't aim for perfection in those 15-minute periods. Write only with the goal of getting as much of a draft completed as possible. You'll be able to edit later.

"Don't get it right, just get it written." ~James Thurber

To help you stay focused, I'd like you to take two minutes now to write a list of all of the things bouncing around in your brain that might interfere with your attention and concentration today. You might need to write down something to add to your to-do list, something you need to tell your students, something you want to remember for later.

{Once that's done} Let's take a couple of minutes to take some deep breaths and clear our minds. Don't just go through the motions with this; actually take and release 10 deep breaths and clear your mind. I'll let you know when it's time to start writing.

0:10 (15 m. + 1 or 2 m.) X 5

**Activity: Timed writing**

[Start; call time and then time for the break; repeat four more times. This should be about 80 minutes total.]

1:30

**Conclusion**

Assign any "homework" for the next module.

[Note to facilitator: because the next module involves peers providing feedback on a complete-as-possible draft, you will need to set a deadline of a week in advance of that final module for each participant to distribute a copy of their letter of self-evaluation to those peers.]

Assign Post-Session Assessment Questions.

***Post-Session Assessment Questions***

How useful was this workshop in helping you write a draft of your letter of reflection and self-evaluation?

[Not at all; Slightly; Moderately; Very; Extremely]