**Self-Evaluation Peer Review**

**WAC**

**Step 1**: Discussion

Use this space to jot down a few key characteristics of a strong cumulative self-evaluation.

**Step 2:** Self-reflection

Take a few minutes to review your draft of the self-evaluation and jot down some thoughts you have on the following:

1. Reflect on your biggest challenge in writing this draft and identify one strategy you might use to overcome it.
2. Briefly identify the topic/focus and purpose of each paragraph.
3. How and where have you discussed how elements of your work contribute to the department’s goals?
4. How and where have you discussed how elements of your work contribute to the college’s / CUNY’s goals?

**Step 3:** Exchange drafts (10 minutes)

As you read, jot down any suggestions that you would like to bring up in your discussion to help your partner improve their draft.

**Step 4:** Discussion (20 minutes)

Spend time discussing each draft. Use the following prompts to guide your discussion. As you discuss, take notes on what seems relevant for improving your draft.

1. What unifying theme do you see in the draft you just read? Was this theme articulated clearly? If not help your partner think of ways to articulate their theme.
2. If the paragraphs are not presented in a logical order, where and why do you see an unclear structure?
3. Did you come across any accomplishments/publications/events/activities that were unfamiliar to you and which need to be clarified? If so, point these out.
4. If the contributions to the department’s, college’s, and CUNY’s goals were missing or not clearly stated, help your partner think through the value of their contributions.
5. Do you have any other particular suggestions for strengthening the draft?

**Step 5:** Reflection for Next Revision (5 minutes)

Reflect on your partner’s feedback and write on what you would like to incorporate into your next revision. Some things you might think about are:

* theme
* organization/field/discipline specific content
* things your partner liked or wanted to know more about that surprised you
* your partner’s understanding of your accomplishments vis-à-vis the department’s, college’s, and CUNY’s overall goals
* anything else that came up in your conversation that was particularly helpful.