## Librarian Evaluation Performance Review Form

Name	B#
Supervising Provost	Campus
Pre-Evaluation Conference Date	Class Observation Date
Hire Date Tenure Yes No	Performance Review Date
Library faculty member Self-Evaluation	

The faculty member is responsible for completing and submitting this section prior to the scheduled Librarian performance review.

- a. Maintained required work hours scheduled by the library faculty and the supervising Provost.
  - A. Fall Term \_\_\_\_Yes \_\_\_No \_\_\_N/A
  - B. Spring TermC. Summer Term \_\_\_Yes \_\_\_No \_\_\_N/A
- b. Attended required scheduled in-service activities except when on approved leave.
  - A. Fall Term
     Yes
     No
     N/A

     B. Spring Term
     Yes
     No
     N/A

C.

h. Attended graduation unless excused or on approved leave.

A. Fall Term	Yes _	No _	N/A
B. Spring Term	Yes _	No	N/A

The following questions should be completed only if the library faculty is teaching a course or part of a course.

- i. Distributed or posted the syllabus to students by the end of the second week of class and submitted a copy to the supervising administrator or Provost.
  - A. Fall Term \_\_\_\_Yes \_\_\_No \_\_\_N/A B. Spring Term \_\_\_Yes \_\_\_No \_\_\_N/A
  - C. Summer Term \_\_\_\_Yes \_\_\_NO \_\_\_N/A
- j. Attended all scheduled classes except when on approved leave.
  - A. Fall Term
     \_\_\_Yes \_\_\_No \_\_\_N/A

     B. Spring Term
     \_\_Yes \_\_\_No \_\_\_N/A
  - C. Summer Term \_\_\_\_Yes \_\_\_No \_\_\_N/A
- k. Participated in developing, revising and implementing a course.
  - A. Fall Term \_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A
  - B. Spring Term \_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A
  - C. Summer Term \_\_\_\_Yes \_\_\_No \_\_\_N/A

By completing this section, I affirm that I have met the primary and other responsibilities as contained in the faculty contract.

Faculty signature

Print name

Date

II. Library Faculty Development and Self-Assessment

The library faculty member is responsible for completing this section prior to the scheduled Librarian performance review or by April 1st, whichever comes first. This section may be completed either on paper or using the Faculty Portfolio via Banner. Dates, minutes of college

- c. Professional organizations, publications, or presentations of scholarly or professional work: \_\_\_\_\_
- d. Attendance at professional meetings, continuing education credits, graduate level courses:
- e. Instructional development such as enhanced teaching strategies, new course development, WIDS conversions,

Comments	:
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IV. List the Goals from the Previous Evaluation and to what degree each was achieved.

- VI. Formal Observation (to be conducted by the supervising Provost or designee) The library faculty member:
  - a. Was enthusiastic during presentations to the students \_\_\_\_Yes \_\_\_No \_\_\_N/A
  - b. Accommodated students with disabilities when provided with notice by the student and the OSD \_\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A
  - c. Demonstrated knowledge of the library facilities \_\_\_\_Yes \_\_\_No \_\_\_N/A
  - d. Demonstrated knowledge of information science \_\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A
  - e. Demonstrated knowledge of the library technologies immediately available to students \_\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A
  - f. Used germane and clearly understood handouts, multimedia presentations or other materials \_\_\_\_\_Yes \_\_\_\_No \_\_\_N/A
  - g. A nswered student's questions clearly \_\_\_\_Yes \_\_\_No \_\_\_N/A
  - h. Made the orientation or activity relevant to the students' needs \_\_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A
  - i. Communicated clearly \_\_\_\_Yes \_\_\_No \_\_\_N/A
  - j. Was well prepared and organized \_\_\_\_Yes \_\_\_No \_\_\_N/A
  - k. Treated students with respect \_\_\_\_Yes \_\_\_\_No \_\_\_\_N/A

Comments:

Based upon this evaluation, I consider the library faculty member's overall performance to be: VII.

- a. \_\_\_\_ Outstanding b. \_\_\_\_ Satisfactory
- c. \_\_\_\_ Acceptable, but some improvement needed (complete section below)
- d. \_\_\_\_ Unsatisfactory (complete section below)

Comments:

VIII. Plan of Action: a. Time-