PEER EVALUATION OF LIBRARY FACULTY

LIBRARIAN ________________ EVALUATOR ________________ DATE ____________

Consideration

Rank: _____ Assistant Librarian II  _____ Associate Librarian  _____ Librarian
Tenure: _____ Three-year  _____ Permanent  _____ Post-Tenure review

Please return this form directly to the Rank and Tenure Committee no later than July 1.

Under Federal law, faculty members have the right to inspect their records, including letters of recommendations and evaluation. While the Rank and Tenure Committee considers all such letters with discretion and exercises as much confidentiality as permitted by law, the committee believes that in many instances letters written in complete confidentiality are of superior value in the assessment of a faculty member’s performance. Therefore, the committee invites, but does not require, you to sign the following waiver (1), or you may expressly decline to do so (2).

1. I expressly waive any rights I might have to access to this letter of evaluation/recommendation under Federal or State law, regulation, or policy.
   Date: __________ Signature of Candidate: ______________________________

2. I do not agree to the above waiver.
   Date: __________ Signature of Candidate: ______________________________

Promotion to a higher academic rank or advancement in tenure is a recognition of the continuing development of a library faculty member in professional practice, instruction, professional growth, and scholarship, and service to the College. Please evaluate performance on the following scale: E = excellent, VG = very good, G = good, F = fair, P = poor, NA = not applicable.

A. Effectiveness in professional practice.

1. Using judgment and decision making abilities, applies specific knowledge of his/her sub-discipline in ways that further the development of the local library ………………………………………………………………………………………………… E  VG  G  F  P  NA

2. Displays initiative, resourcefulness, creativity, and productivity ………….. E  VG  G  F  P  NA

3. Demonstrates a clear understanding of departmental and library policies and operations along with the ability to justify and interpret them to staff and users ………………………………………………………………………………………………………………… E  VG  G  F  P  NA

4. Works effectively with colleagues, staff, and library users ………………… E  VG  G  F  P  NA

5. Demonstrates ability in planning, organization, and evaluation ………….. E  VG  G  F  P  NA
6. Exhibits a professional attitude with a consistent sensitivity to user needs and in interpersonal relationships with colleagues, staff and library users. E VG G F P NA

7. Responds appropriately to criticism and evaluation. E VG G F P NA

8. Sets and accomplishes goals. E VG G F P NA

9. Communicates effectively. E VG G F P NA

10. Participates effectively in library faculty and staff meetings. E VG G F P NA

11. Accepts an increasing amount of responsibility. E VG G F P NA

12. Exhibits knowledge of library trends and issues, and applies this knowledge to professional practice. E VG G F P NA

B. Instruction

1. Exhibits knowledge of information literacy competencies and demonstrates teaching ability when instructing students individually and/or in classroom settings. E VG G F P NA

2. Contributes to campus information literacy by providing reference service, and/or creating print or electronic materials for independent learning and/or working well with fellow faculty members to integrate information literacy into the existing curriculum. E VG G F P NA

C. Professional Growth and Scholarship

1. Shows increasing level of scholarship related to librarianship through publications, presentations, and/or other scholarly or professional development activities. E VG G F P NA

2. Demonstrates involvement in continuing education through such activities as attendance at workshops, seminars, conferences, etc. E VG G F P NA

3. Makes contributions to the advancement of the profession by active participation in professional associations and organizations. E VG G F P NA

4. Adapts and implements new methods, software, technologies or tools to provide improved information services. E VG G F P NA

5. Contributes to the writing of library documents, including appropriate analysis and/or interpretation, in the support of campus activities, directives or changes in services. E VG G F P NA

6. Practices librarianship that receives positive attention from colleagues. This may include, but is not limited to, contributions and collaboration within one’s own library as well as with the greater library community in the pursuit of professional knowledge and best practice. E VG G F P NA
D. Service

1. Participates on college/governance committees, projects, etc. .............. E   VG   G   F   P   NA
2. Is active in church and/or community service ............................. E   VG   G   F   P   NA

COMMENTS:

Considering the comments made above and the faculty member’s overall performance, my position is that the faculty member:

Exceeds expectations_______  Meets expectations_______  Does not meet expectations_______

Signature of Evaluator: ______________________________________

Date: ______________________________________

Please return this form directly to the Rank and Tenure Committee no later than the first Monday in July