In accordance with State law and University policy, all non-administrative Library Faculty shall be reviewed annually by the Library Chair. This review shall be conducted in accordance with Faculty Manual regulations and the Library Faculty Bylaws. The written evaluation shall take the appropriate form for such evaluations as outlined in the Faculty Manual. This understanding may be changed only by a vote of the Library Faculty.

General Procedures

Each non-administrative faculty member shall meet three times annually with the Library Chair. The first meeting shall be a planning session with the Library Chair and the appropriate unit head (or, in the case of unit heads, with the Library Chair and the Dean) wherein the individual faculty member’s goals for the year shall be established and agreed upon. These goals shall be elaborated in the Faculty Activity System (FAS). The second meeting shall be a mid-year check with the Library Chair on how the goals established at the first session are being met. The third meeting shall be an end-of-the-year meeting with the Library Chair to discuss goals and accomplishments and review the FAS. Prior to the end of the annual review cycle, the unit head will submit to the Library Chair a written evaluation of the faculty member’s effectiveness in librarianship, which will be included in its entirety in the narrative evaluation section of the annual performance review. When a unit head is being evaluated, the Dean will provide a written evaluation of the unit head’s effectiveness in librarianship. Using the information gleaned from the meetings, the input, and the faculty member’s FAS, the Library Chair will write the evaluation and share it with the faculty member, using all the appropriate timelines outlined in the Faculty Manual.

Criteria

The criteria as established in the Guidelines for Reappointment, Tenure, Promotion, and Post-Tenure Review will be used when evaluating an individual faculty member. For each criteria area, the Library Chair will assign a rating (using the same scale for each individual area as for the whole annual evaluation), noting why that particular rating is being assigned. When awarding the final rating, the Library Chair will take into account the percentage of time for each activity and the rating for each activity.

The ratings below will be used to evaluate the activities in each criteria area:

**Professional Effectiveness (Librarianship):**

Professional Effectiveness is the cornerstone of being Library Faculty. All faculty must have at least 60% of their effort in this area. The faculty member’s performance in the area of professional effectiveness will therefore carry the most weight in establishing the final rating.
1. Excellent: A rating of Excellent means that the faculty member excels in their area of library specialization, goes above and beyond the basic minimum of tasks necessary to the job at hand, and initiating new programs, services and policies. Quality and quantity of performance are both necessary to this rating.

2. Very Good: A rating of Very Good means that the faculty member did their job in an effective and efficient manner and went above and beyond the basic minimum of tasks necessary to the job at hand. Quality and quantity of performance are both necessary to this rating.

3. Good: Professional effectiveness is demonstrated by the performance of one’s professional responsibilities. A rating of Good is the standard measure of performing duties in one’s area of library specialization as outlined in the agreed-upon FAS goals. This means that the faculty member did their job in an effective and efficient manner and performed the basic minimum of tasks necessary to the job at hand.

4. Fair: A rating of Fair means that the faculty member performed most of the duties required in their area of library specialization. Incomplete, inefficient, or ineffective performance in one or two basic tasks characterizes work at this level. This rating indicates minor weaknesses that can be addressed.

5. Marginal: A rating of Marginal means that the faculty member performed their duties in a manner insufficient to complete one’s professional responsibilities. Incomplete work, work that is performed in a substandard manner, or failure to perform a large portion of basic tasks characterize this rating. It indicated major weaknesses that may be impossible to address.

6. Unsatisfactory: A rating of Unsatisfactory means that the faculty member’s performance was not only insufficient to complete one’s professional responsibilities, but also that no more than a small portion of the basic tasks was completed or that the faculty member is incapable of performing said basic tasks within the faculty member’s area of library specialization. This rating indicates that the faculty member needs to seek employment elsewhere.

**Academic Achievement (Other Instructional Activities, Professional Development, Personal Development)**

1. Excellent: a rating of Excellent means that the faculty member exhibits not only an effective program of continuing education but exhibits an intellectual curiosity above and beyond the particular needs of their area of library specialization. Quality and quantity of performance are both necessary to this rating, as well as the ability to articulate what they did and why they did it.

2. Very Good: a rating of Very Good means that the faculty member went above and beyond simply keeping current in their area of library specialization. It could include other areas of intellectual endeavor, advanced instruction beyond the position requirements, or conducting
seminars for library faculty and staff. Quality and quantity of performance are both necessary to this rating.

3. Good: It is expected that every professional librarian will make an effort to keep current with developments in the field through such activities as professional reading and participation in professional listservs. A rating of Good means that the faculty member did what was necessary to keep up with changes in their areas of library specialization, as agreed upon in the FAS goals.

4. Fair: a rating of Fair means that the faculty member has not quite exhibited the basic requirements of keeping up with the developments of the library world. It indicates minor weaknesses that can be addressed by more attention to this aspect of being a faculty member.

5. Marginal: a rating of Marginal means that the faculty member has performed only minimal efforts at keeping up with the basic requirements of this area of emphasis. This rating indicates that the faculty member must put much more effort into at least being familiar with the developments in their field of library specialization, and to be able to demonstrate it effectively.

6. Unsatisfactory: a rating of Unsatisfactory means that the faculty member completely failed to exhibit any effort to keep up with the developments in the library world, and exhibited no intellectual curiosity about their chosen field. This may not be enough to cause a faculty member to have a bad overall rating, but it is a major cause for concern.

Research Accomplishments (Research and Scholarship)

1. Excellent: a rating of Excellent means that the faculty member not only demonstrated evidence of scholarly or creative research and publication, but that both qualitatively and quantitatively, this research and publication is of a superior nature. This can take the form of publication in refereed journal, presentations to national groups, successful grant applications, or initial reports that then establish new services, programs or activities for the Library or the University. The subject matter of such accomplishments is not limited to the library field, but quality is more important than quantity.

2. Very Good: a rating of Very Good means that the faculty member not only supported the research of others, but demonstrated evidence of scholarly or creative research and publication. Quality of performance is more important than quantity of performance in this area.

3. Good: every librarian is expected to support the research needs of others. A rating of Good means that the faculty member supported the research needs of others within their area of specialization as outlined in the agreed upon FAS goals.

4. Fair: a rating of Fair means that the faculty member failed minimally to support the research of others. Failure in a particular aspect, insufficient regard to what constitutes helping the
research of others, or ineffective efforts characterize this rating. It indicates minor weaknesses that can be addressed.

5. Marginal: a rating of Marginal means that the faculty member failed on a larger scale to support the research of others. It indicates major weaknesses of performance or insufficient attention to this aspect of being a faculty member. Such a rating requires major efforts at redress that may be impossible to achieve.

6. Unsatisfactory: a rating of Unsatisfactory means that the faculty member completely failed to support the research of others. This may not be enough to cause a faculty member to have a bad overall rating, but it is a major cause for concern.

**Professional Activity (Committees, Professional Service, Research and Scholarship)**

1. Excellent: a rating of Excellent means that the faculty member is very actively involved in the profession. Higher offices, more prestigious committees, invited participation will be considered in this rating. Quality is more important that quantity in this instance.

2. Very Good: a rating of Very Good means that the faculty member is taking an active role in the library profession. This may include holding office in a professional organization; service on a professional committee; or professional consulting. Quality and quantity of these activities will factor into this rating.

3. Good: Memberships in professional organizations and attendance at meetings or conferences evidence an expected level of professional commitment for every Library Faculty member. A rating of Good means that the faculty member maintained the expected level of performance in such activities as agreed upon in the FAS goals.

4. Fair: a rating of Fair means that the faculty member has not actively engaged in the library profession to an acceptable degree. A few more memberships and conferences would be necessary to bring this rating up to an acceptable level.

5. Marginal: a rating of Marginal means that the faculty member is engaged in the profession only minimally, with little evidence to support further findings. Major efforts at active involvement in the profession will be needed to bring this rating up to an acceptable level.

6. Unsatisfactory: a rating of Unsatisfactory means that the faculty member has provided no evidence at all of being involved in the profession beyond simply doing their job. This may not be enough to cause a faculty to member to have a bad overall rating, but it is a major cause for concern.
Service (Committees, Student Advising, Professional Service, Personal Community Service)

1. Excellent: a rating of Excellent means that the faculty member has performed particularly noteworthy service through active participation in major Library and University committees. Depth and breadth of such experiences will be considered in this rating.

2. Very Good: a rating of Very Good means that the faculty member has performed in a range of professional responsibilities beyond the requirements of their given position. Depth, breadth and variety of experience will be considered in this rating.

3. Good: As a participant in University affairs, a faculty member is expected to attend appropriate campus functions, including graduation and convocation. A rating of Good means that the faculty member has represented the Library and University conscientiously in the appropriate forums as agreed upon in the FAS goals.

4. Fair: a rating of Fair means that the faculty member has represented the Library and the University in some of the appropriate functions, but not all of them. It indicates that improvement is possible with some effort. Addressing this rating would include a greater depth and breadth of service and a conscientious effort to find ways to help.

5. Marginal: a rating of Marginal means that the faculty member put little or no effort into representing the Library or University in any of the appropriate forums and did not attend the various University functions as required.

6. Unsatisfactory: a rating of Unsatisfactory means that the faculty member made no effort at all to represent the University or Library in any forum and/or was taking an active role in misrepresentation. This rating might cause the faculty member to have an overall poor rating despite good marks in the other categories.

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