I. 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 Term ___Yes ___No ___N/A
   C. 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. Participated in collection development and maintenance.
   A. Fall Term   ___Yes ___No ___N/A
   B. Spring Term ___Yes ___No ___N/A
   C. Summer Term ___Yes ___No ___N/A

d. Attended all cluster meetings unless on approved leave or fulfilling a previously scheduled college or academic-related commitment.
   A. Fall Term   ___Yes ___No ___N/A
   B. Spring Term ___Yes ___No ___N/A

e. Attended all required scheduled district-wide, campus-wide and area meetings unless on approved leave.
   A. Fall Term   ___Yes ___No ___N/A
   B. Spring Term ___Yes ___No ___N/A
   C. Summer Term ___Yes ___No ___N/A

f. Provided library services to students in a professional manner.
   A. Fall Term   ___Yes ___No ___N/A
   B. Spring Term ___Yes ___No ___N/A
   C. Summer Term ___Yes ___No ___N/A

g. Endeavored to provide accommodation for disabled students as recommended by the Office for Students with Disabilities (OSD).
   A. Fall Term   ___Yes ___No ___N/A
   B. Spring Term ___Yes ___No ___N/A
   C. Summer Term ___Yes ___No ___N/A
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.

<table>
<thead>
<tr>
<th>Faculty signature</th>
<th>Print name</th>
<th>Date</th>
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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 meetings and proof of attendance/CEUs may be required.

   a. Campus, college, cluster or other BCC-related committees: ________________________________
      ________________________________
      ________________________________
      ________________________________

   b. Community or professional projects: ________________________________
      ________________________________
      ________________________________
      ________________________________
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, or curriculum revisions: 


f. Other contribution: 


III. The following section is to be completed by the supervising Provost or designee prior to the post-observation meeting:

a. The faculty member posted and maintained scheduled hours as required for maintenance of library coverage during posted hours within limitations specified by the contract and as approved by the supervising Provost or designee.

   ___Yes  ___No  ___N/A

b. The faculty member maintained required credentials for their subject matter.

   ___Yes  ___No  ___N/A
c. The faculty member attended all discipline and curriculum cluster meetings that did not interfere with their teaching schedules or approved leave times.

   ___Yes  ___No  ___N/A
d. The faculty member participated in campus-wide and college-wide committees when appointed and attended all meetings that did not interfere with their library coverage schedules or approved leave times.

   ___Yes  ___No  ___N/A
e. The faculty member attended all in-service days that did not interfere with approved leave times.

   ___Yes  ___No  ___N/A

f. The faculty member participated in revision of collections and implementation of new information technology materials.

   ___Yes  ___No  ___N/A
Comments: 

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

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Comments: 

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V. Goals for the Upcoming Academic Year (to be filled out jointly by the Provost and the faculty member):

_____________________________________________________________________________
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_____________________________________________________________________________
_____________________________________________________________________________
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. Answered 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: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
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_____________________________________________________________________
VII. Based upon this evaluation, I consider the library faculty member’s overall performance to be:
   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-frame set for determining improvement. __________________________
      ___________________________________________________________
      ___________________________________________________________
      ___________________________________________________________
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      ___________________________________________________________
      b. Possible outcomes and recommendations if no improvement is seen within the allotted time period.
      ___________________________________________________________
      ___________________________________________________________
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________________________________________________________
Supervisor’s Signature
________________________________________________________
Library Faculty Signature
________________________________________________________
Supervisor’s Printed Name
________________________________________________________
Library Faculty Printed Name
________________________________________________________
Date
________________________________________________________
Date