

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 _____

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.

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 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: _____

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

Comments: _____

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

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: _____

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. _____

- b. Possible outcomes and recommendations if no improvement is seen within the allotted time period.

Supervisor's Signature

Library Faculty Signature

Supervisor's Printed Name

Library Faculty Printed Name

Date

Date