

## Administrative Evaluation Form for Library Faculty

Faculty Name	Employee Number	Campus
Department Name	Date of Evaluation	Date of Conference(s)

*Attach additional sheet(s) if needed*

### 1. KNOWLEDGE OF SUBJECT AREA:

This category addresses the librarian's knowledge of library service, research methods, and resources. It includes knowledge of current trends in the field of librarianship, and the ability to assist members of the college community in reaching research objectives.

**Rating:**

- Meets/Exceeds Expectations
- Need to Improve
- Unsatisfactory
- No Basis for Judgment

Describe/summarize input from Peer Evaluation, appropriate individuals as designated by the faculty member and/or administrator, any other data collected, and how the input was collected.

Goals and time line for improvement:

### 2. EFFECTIVENESS:

This category includes communicating clearly and effectively with students, maintaining student confidentiality, demonstrating respect for students in general, creating a learning environment that is conducive to learning, setting an atmosphere of trust and sensitivity, and motivating students to learn. It also includes contributing to faculty committees and interacting effectively with peers.

**Rating:**

- Meets/Exceeds Expectations
- Need to Improve
- Unsatisfactory
- No Basis for Judgment

Describe/summarize input from Peer Evaluation, appropriate individuals as designated by the faculty member and/or administrator, any other data collected, and how the input was collected.

Goals and time line for improvement:

## ADMINISTRATIVE EVALUATION FORM FOR LIBRARY FACULTY (continued)

**3. PERFORMANCE OF RESPONSIBILITIES:**

This category includes issues such as demonstrating the ability to work cooperatively with colleagues and staff within the department, functioning effectively with a minimum of supervision, planning and implementing department programs and services, adhering to established work hours, accepting constructive criticism, and submitting required records and reports in a timely manner.

**Rating:**

- Meets/Exceeds Expectations
- Need to Improve
- Unsatisfactory
- No Basis for Judgment

Describe/summarize input from Peer Evaluation, appropriate individuals as designated by the faculty member and/or administrator, any other data collected, and how the input was collected.

Goals and time line for improvement:

**4. PARTICIPATION IN PROFESSIONAL GROWTH ACTIVITIES:**

This category includes a demonstration of the librarian's willingness to continue to improve his or her professional effectiveness and participate in professional growth activities. Suggestions for Professional Development are included if relevant.

**Rating:**

- Meets/Exceeds Expectations
- Need to Improve
- Unsatisfactory
- No Basis for Judgment

Describe/summarize input from Peer Evaluation, appropriate individuals as designated by the faculty member and/or administrator, any other data collected, and how the input was collected.

Goals and time line for improvement:

## ADMINISTRATIVE EVALUATION FORM FOR LIBRARY FACULTY (continued)

**5. OVER-ALL EVALUATION: (use additional sheet if necessary)**

Describe special abilities warranting exceptional recognition in detail. Describe specific examples that support a rating of *Unsatisfactory* or *Needs to Improve*.

**Rating**

- Meets/Exceeds Expectations  
 Need to Improve  
 Unsatisfactory

**Summary:****I recommend this employee:**

- be continued in service  
 be continued in service contingent upon needed improvements as noted.  
     ○ Date for follow-up Administrative Evaluation: \_\_\_\_\_  
 not be continued in service

Dean signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President or designee: \_\_\_\_\_ Date: \_\_\_\_\_

President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have received a copy of this report but my signature does not necessarily indicate my agreement. I understand that any written statement I forward to the Division of Human Resources regarding this report will be attached to the copy, which is filed there.*

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_ Date: \_\_\_\_\_