## 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 a scheduled Librarian performance review.  a. Maintained required work hours scheduled by A. Fall TermYesN B. Spring TermYesN C. Summer TermYesN C. Summer TermYesN A. Fall TermYesN B. Spring TermYesN B. Spring TermYesN	by the library faculty and the supervising Provost.    ON/A     O	

С.

_		sponsible for completing this section	
II. Libra	ary Faculty Development and	Self-Assessment	
-aculty sign	nature	Print name	Date
By completi the faculty o		have met the primary and other re	esponsibilities as contained in
k	A. Fall Term B. Spring Term	evising and implementing a course. YesNoN/A YesNoN/A YesNoN/A	
j.	<ul><li>A. Fall Term</li><li>B. Spring Term</li></ul>	es except when on approved leave. YesNoN/A YesNoN/A YesNoN/A	
i.	submitted a copy to the super  A. Fall Term  B. Spring Term	abus to students by the end of the secretising administrator or Provost. YesNoN/A YesNoN/A YesNoN/A	ond week of class and
The followin	ng questions should be complete	ed only if the library faculty is teachin	ng a course or part of a course.
П	n. Attended graduation unless e A. Fall Term B. Spring Term	YesNoN/A YesNoN/A	
[1]	i - Allended dradllallon liniess e	xcused or on approved leave	

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

Professional organizations, publications, or presentations of scholarly or professional work:
Attendance at professional meetings, continuing education credits, graduate level courses:

e. Instructional development such as enhanced teaching strategies, new course development, WIDS conversions,

Comments:			
IV.	List the Goals from the Previous Evaluation and to what degree each was achieved.		
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YesNoN/A  b. Accommodated students with disabilities when provided with notice by the student and the OSEYesNoN/A
c. Demonstrated knowledge of the library facilitiesYesNoN/A
d. Demonstrated knowledge of information scienceYesNoN/A
e. Demonstrated knowledge of the library technologies immediately available to studentsYesNoN/A
f. Used germane and clearly understood handouts, multimedia presentations or other materialsYesNoN/A
g. A nswered student's questions clearly YesNoN/A
h. Made the orientation or activity relevant to the students' needsYesNoN/A
i. Communicated clearly YesNoN/A
j. Was well prepared and organized YesNoN/A
k. Treated students with respectYesNoN/A
Comments:

VII.		on this evaluation, I consider the library faculty member's overall performance to be: Outstanding
		Satisfactory
		Acceptable, but some improvement needed (complete section below)
		Unsatisfactory (complete section below)
Comn	nents:	
VIII.	Plan of A	
	a. Time-	