**Performance Evaluation by Supervisor**

**Non-Tenure-Track Library Faculty**

**January 1, 20\_\_\_ – December 31, 20\_\_\_**

Librarian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_

**Instructions and Scale**

Using the documents outlined in III.B of the Libraries’ Personnel Document and personal knowledge of the faculty member’s performance and activities, the supervisor should provide an assessment and score and justification for the latter in the comments. Scores are defined as follows:

**0–Does Not Meet Expectations**

**1–Minimally Meets Expectations**

**2–Fully Meets Expectations**

**3–Greatly Exceeds Expectations**

The supervisor may assign any value up to two decimal places between 0 and 3. A score below 1 is overall unsatisfactory. Failure by the librarian to submit the required documents with evidence of contributions will result in a score of 0.

**I. Supervisor’s assessment of professional performance**

Activities and qualities to consider may include the following: application of professional knowledge; willingness to accept additional responsibility; collegial interaction with patrons and fellow employees; ability to identify, analyze, and solve problems; ability to make decisions; quality and quantity of work; contributions toward the goals and objectives of the department, Libraries, and University through the execution of duties and appropriate service; effectiveness in carrying out personal goals; communication skills; effectiveness in the guidance, development, and supervision of other personnel; and effectiveness in the management of one’s unit or department. Not all categories apply to every librarian, and the supervisor may evaluate the librarian in other relevant categories not listed above but that are a part of the librarian’s specific position.

**Scale**

**0**–Mastery of required skills or competence is not evident in the performance of work; fails to contribute to organizational objectives.

**1–**Evidence of performance sufficient to fulfill basic job requirements; completes assignments; participates collegially in teamwork; contributes to organizational objectives.

**2–**Evidence of a high degree of competence in most areas of responsibility; has full command of knowledge and skills required; accepts additional responsibilities; contributes fully to organizational objectives.

**3–**Evidence of exemplary and meritorious performance; seeks out, accepts, and/or carries out additional responsibilities with a high degree of competence; expertise in the position is recognized by others; contributes substantially to organizational objectives.

Supervisor's comments:

Performance rating: \_\_\_\_\_

Employee’s comments: Provide comments, if desired, on separate page(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Director Date