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**Libraries Faculty Annual Review Form**

**Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Rank:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Workload Distribution:** Professional Performance \_\_\_\_ % Scholarship \_\_\_\_% Service \_\_\_\_%

Clinical and tenure-track/tenured library faculty should use this form for the annual review. This review verifies that each faculty member has set annual goals. Faculty should attach the year’s signed statement of duties and goals to this review form. Evaluative comments from UPRC and the supervisor of record should address the performance and provide feedback.

**UPRC Members:**

**Supervisor:**

For each of the three categories of review—Professional Performance, Service, and Scholarship—concisely describe major accomplishments and impact. The faculty member, UPRC, and supervisor should each not exceed 2000 words total for articulating accomplishments in each category. A tenured faculty member receiving a satisfactory evaluation may decline meeting with a supervisor, if so desired. A non-tenure-track faculty member at the rank of associate professor or above receiving a satisfactory evaluation may also waive the meeting with a supervisor.

The supervisor’s section will include a numerical score (e.g., 2 or 2.5) based on the following rating scale, with the final score being weighted in accordance with the faculty member’s workload distribution.

**0–Does Not Meet Expectations**

**1–Minimally Meets Expectations**

**2–Fully Meets Expectations**

**3–Greatly Exceeds Expectations**

**Scale for Professional Performance:**

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

**1–**Evidence includes, but is not limited to, evidence of performance sufficient to fulfill basic job requirements; completes assignments; participates collegially in teamwork; contributes to organizational objectives.

**2–**Evidence includes, but is not limited to, a high degree of competence in most areas of responsibility; has full command of knowledge and skills required; contributes fully to organizational objectives.

**3–**Evidence includes, but is not limited to, exemplary and meritorious performance; seeks out, accepts, and/or carries out additional responsibilities; expertise in the position is recognized by others; contributes substantially to organizational objectives.

**Scale for Scholarship**

NOTE: Applicable scholarship activities are not limited to those pertaining to the field of library science.

**0–**Evidence includes, but is not limited to, documented breaches of professional ethics, such as plagiarism or falsification; no research or grants in progress.

**1–**Evidence includes, but is not limited to, progress on a scholarly project (e.g., IRB approval, literature review, data collection or analysis, preparation of a manuscript for submission to a journal or publisher, preparation of a funding proposal); publication of a bibliography, book review, newsletter article, or encyclopedia entry.

**2–**Evidence includes, but is not limited to, presentation/poster at a state, regional, national, or international conference; publication of a non-peer-reviewed journal article; publication of a book chapter; publication of a scholarly translation; development or creation of software, application, or creative work with impact in an academic field; submission of a grant proposal. Multiple examples of scholarship that in isolation would minimally meet expectations (score of 1) may warrant a score of fully meets expectations (score of 2).

**3–**Evidence includes, but is not limited to, peer-reviewed work, such as publication of an article in an academic journal or of a book from an academic or university press; approval of a completed thesis or dissertation in fulfillment of requirements toward a master’s or doctoral degree; award of external research funding, including, but not limited to, research awards or grants; peer-reviewed presentations or invited presentations at national or international conferences.

**Scale for Service**

**0–**No evidence beyond what is immediately required as an integral part of the faculty member’s professional performance exists.

**1–**Evidence includes, but is not limited to, active membership of a standing or ad-hoc committee and participation in Libraries affairs and governance.

**2–**Evidence includes, but is not limited to, active membership on two or more standing or ad-hoc committees; substantial contributions to Libraries affairs and governance; participation in university-wide service and/or extramural contributions to professional organizations; reviewing manuscripts for peer-reviewed publications and presentations; editorial work for scholarly publications; moderating panels, contributing professional expertise to funding agencies and community activities aligned with the mission of a land-grant institution. Multiple examples of service, including participation in departmental affairs and governance, that in isolation would minimally meet expectations (score of 1) may warrant a score of fully meets expectations (score of 2).

**3–**Evidence resembles expectations above for a score of 2, and may include a combination of the following: organizing conferences; appointed or elected leadership (e.g., chairs, offices, editorships) at any level (internal through international), demonstrated appointed or elected service at the national or international level, service on review panels or editorial boards, awards, or other signs of recognition for contributions to the discipline, university, or community relevant to the university’s mission as a land-grant institution.

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| SECTION 1: FACULTY MEMBER - FACULTY DOCUMENTATION |

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| **Professional Performance** |
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| **Scholarship** |
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| **Service** |
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| SECTION 2: UNIT PERSONNEL REVIEW COMMITTEE - PEER REVIEW |

NOTE: The Unit Personnel Review Committee must provide evaluative comments regarding the faculty member’s performance during the calendar year. These comments will serve as advisory input for the supervisor when performing the faculty member’s annual review.

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| Professional Performance |
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| Scholarship |
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| Service |
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| SECTION 3: IMMEDIATE SUPERVISOR - ANNUAL REVIEW |

NOTE: Prior to the immediate supervisor’s completion of the annual review, the supervisor shall send a copy of their draft of the intended evaluation and recommendations to the dean to the faculty member, who shall be given a reasonable opportunity to submit a written response before the immediate supervisor prepares their final recommendation. This draft shall also be sent to the Associate/Assistant Dean in cases where the faculty member does not report directly to an AD. The supervisor shall then meet with the faculty member to discuss all issues related to the review. A tenured faculty member receiving a satisfactory evaluation may waive this required meeting. A non-tenure-track faculty member at the rank of associate professor or above receiving a satisfactory evaluation may waive this required meeting.

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| **Professional Performance** |
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| **Scholarship** |
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| **Service** |
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| Overall Rating |
| Workload Distribution: Professional Performance \_\_\_\_ % Scholarship \_\_\_\_% Service \_\_\_\_%  Professional Performance: \_\_\_ x .\_\_\_= \_\_\_\_  Scholarship: \_\_\_ x .\_\_\_ = \_\_\_\_  Service: \_\_\_ x .\_\_\_ = \_\_\_\_  TOTAL: \_\_\_ |

**Submission steps:**

**A copy of the immediate supervisor’s final evaluation and recommendations to the dean will be sent to the faculty member for signatures.**

**The signed form and a copy of the previous year’s statement of duties are saved as a PDF and sent via email to the faculty member with a copy kept in their personnel file.**

Faculty Member’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Optional Faculty Comments and/or Documentation: |