

**LIBRARY FACULTY EVALUATION**

Faculty Member's Name

Tenured

Tenured-Track

Adjunct

Date

Division

Evaluator's Name

EX = Exceeds Expectations	UN = Unsatisfactory
MT = Meets Expectations	NA = Not Applicable
NI = Needs Improvement	NO = Not Observed

**NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT**

**EVALUATION CRITERIA**

<b>Reference</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
1. Encourages students to ask questions, follows up on queries, is approachable						
2. Knows, follows, and keeps current with changes to library policies and procedures						
3. Exhibits and continues to acquire knowledge of reference sources						
4. Provides information competency instruction: utilizes instruction computers appropriately						
5. Conducts thorough reference interview with students in order to understand their information need						
6. Reads and responds to e-mail communications; consults online reference manual regularly						
7. Attends to GCC Library work while at the reference desk; works on assigned projects; punctuality and attendance						
Narrative Comments (Required for EX, MT, NI, or UN):						
<b>Collection Development</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
8. Selects appropriate materials - level, currency, subjects						
9. Encourages faculty participation and coordinates with subject/discipline specialists						
10. Weeds/deselects materials						
11. Keeps up with review literature						
12. Exhibits knowledge of the library's collections						
Narrative Comments (Required for EX, MT, NI, or UN):						
<b>Administrative Activities</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
13. Displays knowledge and technical competency in area of responsibility						
14. Demonstrates organizational and planning skills						
15. Makes recommendations regarding expenditures						
16. Participates in policy development and implementation						
17. Assumes responsibility and accountability for area activities; directs and manages projects						

**LIBRARY FACULTY EVALUATION**

Name (Last, First) \_\_\_\_\_

<b>Administrative Activities - continued</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
18. Fosters a productive work environment; effective supervision and training						
19. Demonstrates initiative and creativity						
20. Assesses student success and makes changes based on data gathered						
21. Demonstrates responsiveness and sensitivity to time issues						
Narrative Comments (Required for EX, MT, NI, or UN):						
<b>Technology</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
22. Demonstrates knowledge and competency in new information technologies						
23. Applies technology in the library and/or classroom effectively and implements new technologies appropriately						
24. Assumes responsibility for keeping up with changes in library and information technologies						
Narrative Comments (Required for EX, MT, NI, or UN):						
<b>Classroom Performance</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
25. Presents course material/concepts clearly and effectively						
26. Organizes class and course material to foster student learning						
27. Demonstrates mastery and currency of content; keeps current in discipline						
28. Uses class time effectively						
29. Exhibits punctuality and regular attendance						
30. Displays enthusiasm for the subject matter						
31. Meets course/session objectives						
Narrative Comments (Required for EX, MT, NI, or UN):						
<b>Evidence of Student Learning</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
32. Provides opportunities for student participation in classroom activities						
33. Addresses core competencies (including writing across the curriculum, information competency, etc.)						
34. Assesses student success and makes changes based on data gathered						
35. Encourages critical thinking						
36. Meets the varied educational needs of students						
Narrative Comments (Required for EX, MT, NI, or UN):						

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Name (Last, First) \_\_\_\_\_

<b>Approaches to Learning</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
37. Meets required standards for course overview, syllabus, exams, and other course materials						
38. Utilizes effective teaching techniques and methodologies						
39. Includes culturally diverse materials						
40. Develops innovative teaching techniques (collaborative learning, use of technology, learning/teaching techniques, etc.)						
Narrative Comments (Required for EX, MT, NI, or UN):						

<b>Relationship with Students, Staff, and Colleagues</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
41. Demonstrates respect for students, staff, and colleagues						
42. Assists students beyond the library and/or classroom experience						
43. Displays enthusiasm for the service provided						
44. Cooperates and works effectively with colleagues; exhibits teamwork; is responsible and dependable						
45. Receives positive evaluations from students						
Narrative Comments (Required for EX, MT, NI, or UN):						

<b>Professional Responsibility - Tenured and Tenure Track Faculty Only</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
46. Consistently submits required documents (such as grades, rosters, and records) in a timely manner						
47. Participates in on-campus activities and on governance committees						
48. Attends faculty, division, and departmental meetings (if applicable)						
49. Completes FLEX assignments in a timely manner						
50. Participates on evaluation and hiring committees						
51. Works with peers to develop/improve programs (including curriculum)						
52. Participates in Program Review						
53. Participates in professional organizations and conferences						
Narrative Comments (Required for EX, MT, NI, or UN):						

<b>Professional Responsibility - Adjunct Faculty Only</b>	<b>EX</b>	<b>MT</b>	<b>NI</b>	<b>UN</b>	<b>NA</b>	<b>NO</b>
54. Consistently submits required documents (such as grades, rosters, and records) in a timely manner						
55. Completes FLEX assignments in a timely manner						

<b>Compensated time for the additional activities listed below shall not be rated on this form:</b>						
56. Participates in on-campus activities and on governance committees						
57. Attends faculty, division, and departmental meetings, if applicable						
58. Works with peers to develop/improve programs (including curriculum)						
59. Participates in Program Review						
60. Participates in professional organizations and conferences						

<p><b>Compensated time for the additional activities listed below shall not be rated on this form - continued</b></p> <p>Narrative Comments (Required for EX, MT, NI, or UN):</p>   
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<p align="center"><b>Evaluator's assessment of optional self-evaluation by evaluatee (attach self-evaluation to this document)</b></p>   
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**When determining overall rating, please note:**

The evaluation criteria (Reference; Collection Development; Administrative Activities; Technology; Classroom Performance; Evidence of Student Learning; Approaches to Learning; Relationship with Students, Staff and Colleagues; and Professional Responsibility) cannot be averaged because the criteria are not equal in weight. The evaluator shall explain the relative weight assigned to each of the criteria in the Summary Evaluation below.

- |   |  |
|---|--|
| <input type="checkbox"/> Exceeds professional standards | <p>The librarian is innovative, engaging, and creates a learning environment that produces an outstanding educational experience for the students in the library and/or classroom. Students come away excited and knowledgeable about the library and/or classroom experience. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.</p>  |
| <input type="checkbox"/> Meets professional standards   | <p>The librarian knows the subject matter and presents it in an understandable and orderly manner. Students gain knowledge of the key concepts and issues from the library and/or classroom experience. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.</p>   |
| <input type="checkbox"/> Needs to improve               | <p>The librarian has a basic understanding of the subject field, but has difficulty translating that understanding into an effective library and/or classroom experience. Students have trouble grasping core concepts and fail to engage with the subject matter. The librarian performs at an academic and professional level below what is expected. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.</p> |
| <input type="checkbox"/> Unsatisfactory performance     | <p>It is not clear that the librarian has a fundamental knowledge of the subject field. The librarian performs at an academic and professional level that is unacceptable. Performance will be assessed using library and/or classroom evaluations and may include other professional activities.</p>  |

**LIBRARY FACULTY EVALUATION**

Name (Last, First) \_\_\_\_\_

**Summary evaluation, including commendations and recommendations:**

**SIGNATURES**

Evaluator	_____	Date	_____
Division Chair	_____	Date	_____
Evaluatee	_____	Date	_____

**Signature of evaluatee does not constitute endorsement of the evaluation. The evaluatee has the right to submit written comments regarding this evaluation for his/her file.**

- Original copy must be forwarded to Human Resources for the evaluatee's personnel file.
- A copy is provided to the evaluatee.
- A copy may be kept on file in the evaluator's office.
- In the case of evening faculty, a copy may be kept in the appropriate administrative office.