



## III.2 PROCESS FOR EVALUATION OF DREW LIBRARY FACULTY

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Labels:

Library Faculty evaluation has two parts. The first is the annual review between the librarian and supervisor. This process reviews the librarian's progress toward earlier goals, sets goals for the coming year, and identifies changes in the librarian's job. The annual review ensures that the librarian's performance and job description are consonant with the library's mission and goals. The second is a peer review every four years between the librarian and the Library Committee on Faculty. The role of LCOF in peer reviews is to provide an additional and library-wide perspective on the librarian's performance and goals. This process reviews the librarian's performance over the last four years and affirms that performance and/or provides suggestions for change. Newly hired librarians have a peer review after two years.

### I. ANNUAL EVALUATIONS

The librarian completes the *Librarian's Annual Report and Self-Evaluation* and gives it, together with the current job description and current vita, to the supervisor. After reading the *Report and Self-Evaluation*, the supervisor completes the *Supervisor's Comments* and returns the documents to the librarian. The librarian and supervisor meet to discuss the *Report and Self-Evaluation*, giving job responsibilities the highest priority. The discussion covers progress towards the past year's goals and proposed goals for the coming year. Discussion of the proposed goals may result in a revised job description.

After reviewing the *Report and Self-Evaluation* with the supervisor, the librarian may write a response to the *Supervisor's Comments*. The *Report and Self-Evaluation* is signed by the librarian and the supervisor with the understanding that any disagreements have been noted. The signing of the *Report and Self-Evaluation* by librarians and supervisors may not indicate total agreement with all comments. The *Report and Self-Evaluation*, job description and vita are given to the Dean of the Library.

Reviews cover the calendar year and should be completed by the end of January following that year.

### II. PEER REVIEWS

The performance of each full time librarian is reviewed every four years by the Library Committee on Faculty. Performance of a newly-hired librarian is reviewed after two years, and every four years thereafter. Peer reviews may be requested out of sequence (e.g. out of the two or four-year cycle).

In a peer review year the librarian uses the *Librarian's Report and Self-Evaluation for Peer Review* form. In the self evaluation, the librarian includes the past year's performance but places that performance within his/her past four/two years' performance. In a peer review year, the evaluation by the librarian's supervisor includes the librarian's past year's performance, placed with the past four or two years' performance. The emphasis for both the librarian and the supervisor is a reflection on the past four or two years and a discussion of longer-term goals.

The librarian submits to LCOF (1) the completed *Librarian's Report and Self-Evaluation for Peer Review* form with supervisor's comments, (2) current job description, (3) current vita, and (4) any other appropriate supporting information such as publications, other recommendations, teaching evaluations, etc. If additional information is either sought by the LCOF or offered by other supervisors or colleagues, the librarian is consulted.

The LCOF uses the submitted material to evaluate and review the librarian's goals and performance. At the completion of the peer review, the LCOF produces a written report which supports its recommendation regarding reappointment or promotion. The recommendation and report are sent to the Library Dean and to the librarian. After the Dean and librarian receive the LCOF report, the librarian may request a meeting with the LCOF if he/she has any concerns or comments.

#### A. REGULARLY SCHEDULED PEER REVIEWS

Peer reviews are conducted early in the spring semester. Librarians scheduled for peer review submit documents to the Library Committee on Faculty by February 1.

## **B. PEER REVIEWS OUT OF SEQUENCE**

A peer review out of sequence begins a new four year cycle.

### **1. PROMOTION**

A request to be considered for promotion is given to the Library Committee on Faculty by November 1 of the year prior to the July in which promotion could occur. If the librarian is eligible, documentation is due to the LCOF by December 1 so that the process can be completed before the February Board of Trustees meeting.

### **2. SPECIAL REQUEST**

Reviews out of the cycle can be requested by a librarian, department head, or the Library Dean.

### **3. LEAVE OF ABSENCE OR SABBATICAL**

Leaves of absence or sabbatical leaves in the year during which a peer review is due may postpone the year of review for one year.

---- Approved: 10/10/2003

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