
THE COLLEGE OF
WOOSTER

Independent Minds, Working Together

May 29, 2012

«First_Name» «Last_Name»
«Address_Line_1»
«Citystatezip»

Dear «Salutation»:

As you know, your current contract as «Rank» expires in 2014. Accordingly, you will be reviewed and evaluated this fall by the Director of Libraries and by the Teaching Staff and Tenure Committee. Both the Director and TS&T will make recommendations to the President.

Regarding the Director's evaluation, I ask that you and he arrange for a meeting early in the fall to discuss the review process. He may request access to your personnel file in the office of the Provost, and you will be asked to indicate your approval for this via a memo to this office. The Director will be able to describe to you any other materials that he requires to complete the review. In its review, the Teaching Staff and Tenure Committee will look carefully at the Director's recommendation, which he is asked to submit to the Office of the Provost by October 29. Attached is that form.

In the succeeding paragraphs, I will outline the procedures that the Teaching Staff and Tenure Committee will follow in its review.

Criteria of Evaluation

For library faculty, the criteria (attached) are:

- Effectiveness as a librarian;
- Professional development and scholarship; and
- General value to the College.

Self-Evaluation and Curriculum Vitae

You are asked to submit a self-evaluation to the Director and to the Committee in which you describe your educational philosophy and reflect upon your growth and development as a librarian and your performance in respect to the criteria of evaluation. The guidelines for the self-evaluation are attached – please note that it should be thoughtful and be in narrative form, rather than a list, so as to allow you to reflect on your goals and progress. The self-evaluation need not be excessively long – a statement of four to six pages should be sufficient. Please attach to the self-evaluation a copy of your current curriculum vitae. The self-evaluation and curriculum vitae are due September 28.

Additional Materials

Please provide the following additional materials for your file:

- Evaluations of your professional instruction.
- Copies of publications, papers, and other evidence of your performance and service as a faculty librarian. (These will be returned to you if you so indicate.)

May 29, 2012

«First_Name» «Last_Name»

Page Two

You are encouraged to review the Faculty Reviews wiki at <https://wiki.wooster.edu/display/FacultyReviews/Reviews+Fall+2012> and/or your file in this office to ensure that all the required materials are available there. The wiki will not contain letters from external reviewers. You have editing rights for your page of the wiki, but we are happy to load all of the materials on the page. If you would like to add something, however, you are welcome to do so. Materials are due by September 28. Please submit all materials **in digital form** to Dottie Sines, Executive Assistant to the Provost, at dsines@wooster.edu. If the nature of your work calls for a hard copy, exceptions can be made.

Other Evaluative Statements

The Committee will look carefully at statements provided by Wooster faculty and students and by other experts in your field.

Statements from external experts are helpful in evaluating librarians' performance and potential. Therefore, at least one external evaluation is expected for librarians during their second review at the College (usually during the fourth year of service); and at least two evaluations are expected for those being considered for Librarian II (usually during the sixth year of service) or Senior Librarian (usually in the 14th year of service). Librarians are not expected to have an external evaluation during their first review. If this is your second review or a promotion review, you are asked to submit no later than August 3 a list of three to five experts (including current email and mailing addresses) in your field who can comment on the quality of your professional work and activity.

The Provost will select and contact reviewers from your list to evaluate the material you submit. Please indicate any relationship you may have with the potential reviewers. You should not include your advisor, librarians with fewer than seven years of professional experience, or (if possible) close or current collaborators. You also are asked to submit by August 31 a folder of the materials to be reviewed (e.g., article reprints and other examples of professional or scholarly contributions) including your curriculum vitae. Please submit these materials as digital files, whenever possible, in one folder and indicate that they are for external review. If the folder is too large to submit via email, please submit the materials on CD and please provide three additional copies. If you must submit materials in hard copy due to the nature of your work, please provide the originals and three copies and indicate that they are for external review.

If you have taught library instruction as part of a course, you may wish to invite a letter from the instructor of the course.

In addition, please submit to this office a list of names (and current email addresses) of students who may be able to comment on your various instructional activities. This list should also be submitted by August 31 to provide time to contact the students and receive their responses. We will contact some of these students for letters evaluating their experience.

Committee Evaluation and Recommendation

In the fall, while the Committee awaits your self-evaluation and the Director's evaluation and recommendation, you are encouraged to invite members of the Committee to visit instructional classes and other presentations you offer. Please provide by August 31 a list of courses, dates, and times to indicate when such presentations will be offered.

May 29, 2012

«First_Name» «Last_Name»

Page Three

Meeting with Members of TS&T (Optional)

If you wish, the office of the Provost will be pleased to arrange for a lunch meeting with several of the elected members of the Teaching Staff and Tenure Committee to discuss the review process and your professional goals and interests. This meeting is not a formal part of the review; it is intended to give you the opportunity to meet members of Teaching Staff and Tenure and learn more about the process.

Timeline

The Committee normally completes its review in November and makes its recommendation to the President by mid-December. Every effort will be made to notify you of the Committee's recommendation prior to the end of the fall semester. A summarized schedule of the review process is attached.

Post-Review Statement and Meeting

After TS&T has completed its review, the Provost will provide you and the Director with a written summary of the Committee's review. This statement, which will be added to your personnel file, will form the basis of the discussion that the Provost will have with you and the Director, either jointly or separately, in the following semester.

Fall Meeting

Please contact Dottie Sines to schedule a meeting in late August or early September for you, the Director, and the Provost to review the procedures.

Please contact me if you have immediate questions about the procedures.

Sincerely yours,



Carolyn R. Newton
Provost

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Attachments

cc: Mark Christel, Director of Libraries