To be completed by the Director of Libraries

THE COLLEGE OF
WOOSTER

Library Faculty Evaluation Form

Librarian's Name:_____

Position Title:_____

Brief Position Description:

The Statute of Instruction, IV.9.C.1, states, ""The Library Faculty shall be those professionally trained librarians so designated by the Committee on Teaching Staff and Tenure. Qualifications to be considered in reappointment and promotion shall be effectiveness as a librarian, professional development and scholarship, and general value to the College. An explanation of criteria for reappointment and promotion is published in the Faculty Handbook, section 7, and is held in the Office of the Provost." These criteria include:

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

Among these three areas, effectiveness as a librarian is the preeminent value; however, professional development, scholarship and general value to the College are also essential qualifications of merit.

Director of Libraries' recommendation: ____ Reappoint _____ Do not reappoint

Please summarize the most important considerations that have led to your recommendation.

Effectiveness as a librarian

1a) Working with students, staff, and faculty:

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Unsatisfactory

Consider such factors as

- Consultation and collaboration with departments, programs or other College constituencies in matters related to library service
- Accessibility to library users
- Adherence to professional standards
- Advocacy for the resource needs of liaison departments and programs
- Application of established library policy/procedures
- Promoting awareness and use of library resources and services
- Participation in library services and programs including general and specialized reference, instruction, and collection development and management

Please cite evidence that leads you to this conclusion:

1b) Organization and planning

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Unsatisfactory

Consider such factors as

- Effective communication
- Effective supervision
- Initiative and resourcefulness
- Realistic goal-setting and achievement
- Solicitation of input from colleagues and library users in decision-making
- Success in working independently and as part of a team of professionals
- Collaboration with library staff to enhance the library program and services
- Timely evaluation, acquisition, and organization of library resources

Please cite evidence that leads you to this conclusion:

1c) Teaching

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Unsatisfactory

Consider such factors as

- Teaching information fluency skills and concepts (both group and individual sessions)
- Cohesive and logical library instruction sessions and supporting documentation
- Effective communication
- Development and incorporation of appropriate pedagogical approaches

Please cite evidence that leads you to this conclusion:

2) Professional development, scholarship, and contributions to the profession:

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Unsatisfactory

Consider such factors as

- Investigating new pedagogical approaches
- Advanced coursework or degree pursuit
- Cognizance of the literature and developments in areas of responsibility
- Current knowledge of changes in resources and technology in areas of responsibility
- Holding office in a professional organization
- Innovation and creativity in administering library programs/services
- Mentoring or training of new professionals
- Participation and/or presentations in conferences or workshops
- Use of leaves
- Professional publications
- Serving on consortial or professional committees

Please cite evidence that leads you to this conclusion:

3) General value to the College:

_____ Excellent _____ Very Good _____ Good _____ Fair _____ Unsatisfactory

Consider such factors as

- College committee service
- Commitment to the liberal arts
- Contributions to the intellectual growth of the community, both on and off campus
- Contributions to the overall distinction of the institution
- Engagement in co-curricular programs
- Engagement in the life of the campus

Please cite evidence that leads you to this conclusion:

Assessment of personal strengths and areas needing growth:

4) Please give your assessments of this person's strengths and the contributions that he or she brings to the academic program of the College and their performance as a librarian.

5) Please give your assessment of this person's areas needing growth that are related to their performance as a library faculty member.

_____ _____

Signature of Director of Libraries Date