

Librarian Self-Evaluation Guidelines

Brief position description:

The Committee on Teaching Staff and Tenure is charged by the *Statute of Instruction* with the responsibility of evaluating you for the purpose of renewal of your contract. *The Statute of Instruction*, IV.8.C.1, states, “The Library Faculty shall be those professionally trained librarians so designated by the Committee on Teaching Staff and Tenure and shall be evaluated according to criteria specified in their contracts.” These criteria are:

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

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

You are asked to submit a self-evaluation to the Director of Libraries and the Teaching Staff and Tenure 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. Your self-evaluation should be thoughtful and be in narrative form (rather than a list) so as to allow you to reflect on your goals and progress. It need not be excessively long – a statement of four to six pages should be sufficient.

The following questions are designed to provide a framework for the overall evaluation of librarians.

Effectiveness as a librarian:

How do you assess your work with students, staff, and faculty?

This could include 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

How do you assess your organizational and planning ability?

This could include 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

How do you assess your teaching?

This could include 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

Professional development:**How do you assess your professional development?**

This could include 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

General value to the College:**How do you assess your general value to the College?**

This could include 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

Assessment of personal strengths and areas needing growth:

How do you assess your strengths and the contributions you bring to the academic program of the College and to your performance as a librarian?

How do you assess your areas needing growth as they affect the academic program of the College and your performance as a library faculty member?

Please add any other information or comments that may be helpful to the Committee. The Committee is interested in your reflections on issues raised in any previous departmental recommendations or in your last review. Please attach to this self-evaluation a copy of your current curriculum vitae.