## LIBRARY FACULTY EVALUATION

Faculty Member's Name  Tenured  Tenured-Track  Adjunct	Date			Divi	sion	
	EV E LE		T		<del> </del>	
Evaluator's Name	EX = Exceeds Expe					
	MT = Meets Expecta		NA = N			
NOT ALL ODITIONS ADDITIONS ADDITIONS	NI = Needs Improvm	ient	NO = I	Not Obs	erved	
NOT ALL CRITERIA SECTIONS ARE EQUAL IN WEIGHT						
EVALUATION CRITERIA						
Reference	EX	MT	NI	UN	NA	NO
Encourages students to ask questions, follows up on queries, is approachable	LA	141.1	141	014	117	140
2. Knows, follows, and keeps current with changes to library policies and procedures		+				
Exhibits and continues to acquire knowledge of reference sources		+				
Provides information competency instruction: utilizes instruction computers appropriately		+				
Conducts thorough reference interview with students in order to understand their information need		+				
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 atter	ndance	+				
Narrative Comments (Required for EX, MT, NI, or UN):	idanoc					<u> </u>
	l ev					
Collection Development	EX	MT	NI	UN	NA	NO
8. Selects appropriate materials - level, currency, subjects		<b>↓</b>				
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		<u> </u>				
Narrative Comments (Required for EX, MT, NI, or UN):						
Administrative Activities	EX	MT	NI	UN	NA	NO
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 reponsibility and accountability for area activities: directs and manages projects						

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Administrative Activities - continued  18. Fosters a productive work environment; effective supervision and training	EX	MT	NI	UN	NA	I NO
						1.0
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):						<u>.</u>
Technology	EX	MT	NI	UN	NA	NO
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):	<u> </u>				U	
Classroom Performance	EX	MT	NI	UN	NA	NO
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):	·				L	
Evidence of Student Learning	EX	MT	NI	UN	NA	NO
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						
On Marke the control advectional mande of students						
36. Meets the varied educational needs of students						

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Approaches to Learning	EX	МТ	NI	UN	NA	NO
37. Meets required standards for course overview, syllabus, exams, and other course materials	LA	141.1	141	014	IIA	110
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):		1	l			
Trainante Commonte (required for EX, WT, TH, Or ON).						
Relationship with Students, Staff, and Colleagues	EX	MT	NI	UN	NA	NO
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):						
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Professional Responsibility - Tenured and Tenure Track Faculty Only	EX	MT	NI	UN	NA	NO
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)						<del></del>
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):		u.			U.S.	
Professional Responsibility - Adjunct Faculty Only	EX	MT	NI	UN	NA	NO
54. Consistently submits required documents (such as grades, rosters, and records) in a timely manner						
55. Completes FLEX assignments in a timely manner						
Compensated time for the additional activities listed below shall not be rated on this form:		•				
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						
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compensated time for the additional activities	s listed below shall not be rated on this form - continued
arrative Comments (Required for EX, MT, NI, or UN):	
Evaluator's assessr	ment of optional self-evaluation by evaluatee (attach self-evaluation to this document)
When determining overall rating, plea	
· · · · · · · · · · · · · · · · · · ·	velopment; Administrative Activities; Technology; Classroom Performance; Evidence of Student Learning; Approaches
•	d Colleagues; and Professional Responsibility) cannot be averaged because the criteria are not equal in weight. The ed to each of the criteria in the Summary Evaluation below.
valuator strail explain the relative weight assignt	so to each of the official in the outlinary Evaluation below.
Exceeds professional standards	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 assesed using library and/or
	classroom evaluations and may include other professional activities.
Meets professional standards	The librarian knows the subject matter and presents it in an understandable and orderly manner. Students
Inteets professional standards	gain knowledge of the key concepts and issues from the library and/or classroom experience. Performance will be
	assesed using library and/or classroom evaluations and may include other professional activities.
	,
Needs to improve	The librarian has a basic understanding of the subject field, but has difficulty translating that understanding into an
	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 assesed using library and/or classroom evaluations and may include other professional activities.
	professional activities.
Unsatisfactory performance	It is not clear that the librarian has a fundamental knowledge of the subject field. The librarian performs at an
Onsatisfactory performance	academic and professional level that is unacceptable. Performance will be assessed using library and/or

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classroom evaluations and may include other professional activities.

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Evaluator

Evaluatee

**Division Chair** 

LIBRARY FACULTY EVALUATION	Name (Last, First)				
ummary evaluation, including commendations and recommendations:					
SIGNATURES					

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.

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