

ANNUAL PERFORMANCE EVALUATION PROCESS FOR LIBRARY FACULTY: Guidelines for Use in Preparing Materials with an Overview of the Review Time Line

The annual performance evaluation is based on the accomplishments and activities of the previous calendar year (January – December). The *Auburn University Faculty Handbook* (<http://www.auburn.edu/academic/provost/handbook.html>) calls for the completion of annual performance evaluations of the faculty by April 30.

An annual review is held by the primary supervisor to discuss the performance evaluation of each faculty member. Faculty members with job assignments in two or more units receive input from each supervisor, but the final annual performance evaluation is written and filed by the primary supervisor. The review period typically begins about March 15 with all work completed by the University's April 30 deadline.

Two weeks before the annual review meeting the faculty member's primary supervisor will request an activities report and/or a current vita, which document job performance activities, research/creative work, outreach activities and service activities, a goals list for the previous year summarizing progress and accomplishments and a goals list for the new year. The faculty member may submit any other relevant supporting documentation.

Guidelines for preparing the activities report and/or vita to be used in the performance evaluation:

A. Job Performance* (Describe accomplishments under major categories)

- **Acquiring, Managing, Organizing and Preserving Collection and Resources.**
Includes, but is not limited to:
 - Acquisitions Responsibilities
 - Cataloging Responsibilities
- **Collection Development and Liaison**
 - Collection Development Responsibilities
 - Liaison Activities
- **Reference and Instruction**
 - Reference Work
 - Instruction. Includes some, but not necessarily all of the following:
 - Bibliographic (Accessing, selecting, evaluating and using information)
 - Library sponsored topic or resource specific seminars
 - University for-credit courses
 - Publications related to teaching
 - Other contributions to teaching
 - Teaching philosophy
- **Administration/Supervision**
 - Library
 - Department
 - Unit

* Job Performance is equivalent to “Teaching,” Section A, Part 8 “Promotion Criteria and Considerations” Chapter 3 “Faculty and Personnel Policies” in the *Auburn University Faculty Handbook*. Major category headings should be in bold. Do not number the headings. Include the years of the responsibility when other than the span being reported or evaluated.

B. Research/Creative Work (Follow the number/letter categories of the *Faculty Handbook*)

1. Books
2. Article-length publications such as specified in Faculty Handbook
3. Presentations, such as, but not limited to papers delivered, poster sessions and panel participation at professional associations.
6. Patents and inventions
7. Other research/creative contributions
8. Grants and contracts as specified in the *Faculty Handbook*
9. Description of candidate’s scholarly program. Work in progress and work anticipated should be described in no more than one page.

C. Outreach - If applicable, follow as outlined in the *Faculty Handbook*.

D. Service (See *Faculty Handbook*)

Differentiate between University-wide committees, Library-wide committees and departmental committees.

Prior to the annual review meeting, the primary supervisor obtains from each supervisor to whom the faculty member reports a one to two page evaluation that highlights accomplishments and indicates areas for improvement. These include teaching evaluations (for untenured faculty with teaching duties), collection development evaluations (for faculty with collection development duties), and project assessment evaluations (for faculty collaborating with other library units or other campus units). The faculty member is given a copy of these evaluations prior to the annual review meeting.

The primary supervisor writes a one to two page performance evaluation based on the Activities Report (or Vita), Goal Lists, and evaluations from other supervisors. The performance evaluation highlights accomplishments and indicates areas for improvement. The faculty member receives a copy of the performance evaluation one to two days before the annual review meeting. At the review meeting, the supervisor and faculty member discuss:

1. Performance evaluation
2. Progress towards goals from last year
3. Goals for the coming year and, if applicable, changes to assignments
4. Other items either party wishes to discuss.

Both faculty member and primary supervisor sign the performance evaluation, which includes the statement:

“I have been advised of my performance evaluation for the last year. I have discussed the contents of this document with my department chair/head. My signature does not necessarily imply agreement. My comments are as follows:”

The original copy of the performance evaluation is reviewed by the appropriate administrator(s) and placed in the personnel file. The faculty member and the primary supervisor retain copies of the performance evaluation.

As funds permit, library administrators may request that the primary supervisors submit a list of merit salary recommendations with one-sentence justifications.

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