

Subject:  
Faculty names for Liaison evaluation  
From:  
Sandy Maxfield <maxfiesl@JMU.EDU>  
Date:  
Thu, 5 Apr 2007 09:26:45 -0400  
To:  
LIBFAC-L@kookaburra1.JMU.EDU

Liaisons,

It is that time of year again when I ask for evaluation input from selected faculty in your liaison departments. Please send me a couple of names and email addresses for each of your liaison areas. Ideally these should be faculty with whom you have worked over the past year and who can comment on your performance. The message that I send them will be similar to the message below. The feedback will be summarized and shared with you as part of your annual evaluation. I would appreciate getting the names by Thursday April 12.

This process may change next year based on outcomes of our "Fresh Look" at defining the role of the liaison librarian and possibly the PAC initiated discussion of the peer evaluation process, but we will wrap up this evaluation cycle based on the expectations in effect at the beginning of the year. Let me know if you have any questions about the process.

Thanks! Sandy

Sample Evaluation Request

To:            «facultyname»  
From:     Sandy Maxfield, Director of Public Services  
           Carrier Library, MSC 1703  
           maxfiesl@jmu.edu   x8-6923

The library liaison program is the cornerstone of our service to the academic departments and we believe the faculty should help evaluate our success. «liaisonfirst» «liaisonlast» is the liaison librarian for «department» and has submitted your name as someone who could provide input. We would greatly appreciate it if you would take a few minutes to fill in the ratings below and share any comments you have. You may reply to this e-mail, filling in your comments as appropriate, or if you prefer you may send a written response through the mail.

Please send your input by MAY 12. Thank you!

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EVALUATION

Please rate your liaison librarian in each of the four areas below using a 1-5 scale where 5 is exceptional and 1 is below standard. (See the full definitions at the end of this message.) Also include any comments you have about the service provided by your liaison librarian or about the JMU Libraries in general.

COLLECTIONS: Develops and manages library collections in all formats that meet the needs of faculty and students in liaison disciplines.

Collections rating is:

INSTRUCTION: Collaborates with departmental faculty to teach basic and discipline specific information skills to students.

Instruction rating is:

REFERENCE: Provides reference and research consultation to faculty and students and develops research guides for liaison disciplines.

Reference rating is:

COMMUNICATION: Informs liaison departments about developments in the library and stays informed of changing information needs in liaison areas.

Communication rating is:

COMMENTS:

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