

JMU Libraries & Educational Technologies
LIBRARY & EDUCATIONAL TECHNOLOGIES LIBRARY FACULTY EVALUATION
2007

Here is schedule information about the annual evaluation process for Libraries & Educational Technologies library faculty. New JMU requirements for evaluation of A&P Faculty have led to changes in the evaluation process for L&ET Educational Technologies faculty. The process for Library Faculty evaluation remains unchanged. This process includes the following components:

1. **Evaluation of the Dean of Libraries.** (For all L&ET faculty and staff) Susan has sent an announcement about this process. This form is available on the web at <http://staffweb.lib.jmu.edu/administration/> Please send the completed form to the Provost's Office, MSC 7607, no later than June 30, 2007.
2. **Evaluation of your supervisor.** (For all L&ET faculty and staff) This form is available on the web at <http://staffweb.lib.jmu.edu/administration/> . This form only applies to supervisors who are librarians or administrative faculty. Please send the completed form to Susan by July 30th. Susan will distribute completed supervisor evaluation forms to each supervisor's supervisor. Forms will be used to provide input into the evaluation process and will not be kept in personnel files or shared directly with supervisors.
3. **Peer Evaluation.** (For all L&ET faculty) This form is available on the web at <http://staffweb.lib.jmu.edu/administration/> . Every L&ET faculty member is asked to prepare peer evaluations for at least those peers on the L&ET faculty with whom they have had significant professional interaction during the review period. All faculty are strongly encouraged to complete peer evaluations of librarians, library administrative faculty and ed tech administrative faculty. Susan can supply a list of all L&ET faculty if that is needed. This part of the process will not work without participation from all faculty. Forms will be used to provide input into the evaluation process and will not be kept in personnel files or shared directly with individual faculty members.
4. **Liaison Librarian Evaluation** (For all liaison librarians) For those liaisons who requested an evaluation this year, Sandy has distributed via email a questionnaire about liaison librarian performance to library representatives in those academic departments. She will compile responses about librarian performance and distribute to each liaison librarian's supervisor. Forms will be used to provide input into the evaluation process and will not be kept in personnel files or shared directly with individual librarians.
5. **Self Evaluation & Performance Goals** (For Library Faculty) These forms are available on the web at <http://staffweb.lib.jmu.edu/administration/> . Every librarian should have completed goals/objectives on this form last year and discussed them with their supervisor. New faculty members and those whose responsibilities have changed within the 2006-2007 review period will need to make individual arrangements with their supervisors. This year we are asking that forms be submitted electronically to each faculty member's supervisor as an email attachment with a copy to Susan who will keep track of submissions. Use the following conventions for naming the files: **lastname-self-eval-06-07**, **lastname-goals-07-08**. Self-evaluations for 2006-2007 and the first draft of goals for 2007-2008 are due by July 30th. The final draft of goals for 2007-2008 is due by August 31st. Faculty goals should reflect and be informed by the goals and objectives expressed in our Strategic Plan. Goals should also be consistent with the mission and goals of the university.

2007 L&ET LIBRARY FACULTY EVALUATION SCHEDULE

Below is the L&ET faculty evaluation process calendar. If you need an extension for your self-evaluation, please negotiate that with your supervisor. It is important to have the Dean of Libraries, supervisor and peer forms completed on time because that information will be incorporated into evaluations completed by their supervisors. **Note:** Exceptions to these deadlines will be granted to faculty, supervisors and faculty reporting to supervisors who are on leave during the summer.

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| June 30 | Dean of Libraries, Supervisor and Peer evaluation, Self Evaluation and Performance Goals forms distributed to L&ET faculty. Liaison Librarian evaluation input solicited from academic departments. |
| June 30 | Dean of Libraries & Educational Technologies evaluation forms due at Provost's office. |
| July 30 | Supervisor and Peer evaluation forms due to Susan who will distribute to supervisors. |
| June 30 | Liaison annual reports due to Sandy; liaison evaluation input distributed by Sandy to supervisors. |
| July 30 | Self-evaluations and first draft of Performance Goals due in electronic form to supervisors with copies to Susan. |
| August | L&ET Faculty meet with supervisors to review evaluation. |
| August 20 | Paper copies of all completed evaluations due to Susan for personnel file. |
| August 31 | Final draft of 2007-2008 performance objectives due to supervisors. Paper copy of completed performance goals provided to Susan for personnel file. |

6/4/2007