



MEMORANDUM

TO: Doug Brown

FROM: Ralph Alberico

SUBJECT: Library Faculty evaluation, merit, 3rd year review, promotion and tenure documents

DATE: October 10, 2007

Cc:

The attached CD includes documents related to evaluation, merit, 3rd year review, promotion and tenure for librarians within my organization. As you know librarians are treated as instructional faculty. Many of these documents had previously been also used for A&P Faculty in our organization. However those documents were changed after new JMU guidelines, procedures and forms for evaluation of A&P faculty were approved last year. Much of this information is also available on our staff web site at the following two URLs:

<http://staffweb.lib.jmu.edu/administration/index.html>

<http://staffweb.lib.jmu.edu/administration/pac/>

Specific files on the CD include:

LETFacultyEvaluation2007Instructions-Librarianversion-1.doc

This document provides an overview of the 2006-2007 evaluation process for librarians and includes timetables, forms and a description of the process.

MeritCriteria.doc

Describes the criteria used for merit recommendations. I handle the recommendations and we do not use a point system, specific dollar increments or standard percentages. I do review the applications, the peer input, the input from faculty in liaison departments and the self-evaluations forms each faculty member completes.

2007 faculty merit salary increases - INPUT DEADLINE 10_10_07.doc

The email message I send out to faculty to notify them about the merit pool, summarize the merit guidelines and seek input from their supervisors.

pdd.doc

The library Professional Development Document which outlines internal guidelines for promotion and tenure and which complements the JMU Faculty Handbook.

PacketGuidelines.doc

A memo from the PAC which provides recommendations on what to include in the 3rd year review packet.

PeerEvaluationForm-2007.doc

The peer evaluation form that faculty use to evaluate one another.

Faculty names for Liaison evaluation.doc

The request that Sandy Maxfield sends out annually to seek input from faculty served by our liaison librarians.

SupervisorEvaluationForm-2007-1.doc

The form that both faculty and classified staff use to provide input on the supervisory performance of the librarians who supervise other employees.

SelfEvaluationForm-LibrarianVersion-1.doc

The form that library faculty use to evaluate their own performance; this personal annual report is supplemented by annual reports from functional areas.

SupervisorEvaluationForm-2007-1.doc

The form that supervisors of other faculty use to evaluate faculty performance.

PerformanceGoals-LibrarianVersion-1.doc

The form that library faculty use to record their performance goals for the next year.