Department of Libraries and Educational Technologies

Faculty Annual Evaluation Guidelines

Approved: 2019
JMU Libraries Instructions for A&P Faculty Annual Evaluations

This document provides guidance to administrative and professional (A&P) faculty members, their supervisors, and AUHs on completing annual performance evaluations so that the faculty member’s progress toward promotion is documented appropriately. It also serves as a guide to instructional faculty members (e.g., those serving on the PAC) in understanding how A&P faculty and instructional faculty evaluation documents correlate.

This document should be used in concert with JMU Policy 1307, Performance Evaluation of Administrative & Professional Faculty. In cases of discrepancy between Policy 1307 and this document, Policy 1307 shall take precedence.


Position Description

An A&P faculty member’s position description is documented in Section 1B Key Responsibilities for this Particular Position. It is incumbent on the faculty member and their supervisor to ensure the complete position description describes a realistic and sustainable workload. Position descriptions for A&P faculty members who are pursuing promotion shall include scholarship and service in their responsibilities, using the following language:

- Scholarly Achievement and Professional Qualifications. Engages in activities as defined for faculty members in the Scholarly Achievement and Professional Qualifications section of the James Madison University Libraries Promotion and Tenure Guidelines.

- Professional Service. Engages in activities as defined for librarian faculty members in the Professional Service section of the James Madison University Libraries Promotion and Tenure Guidelines.

Annual Goals

The A&P faculty member prepares draft goals, which are discussed with the supervisor as part of the evaluation conference. Goals are documented in the following sections:

- Section 2 Objectives for this Performance Cycle (first column only). Job performance goals are documented here. Include the assigned weight for job performance.

- Section 3E Professional Development Plan. Goals in the areas of scholarly achievement and professional qualifications and professional service are documented here. Include the assigned weights for both categories.
Annual Evaluation

Self-Evaluation by Faculty Member

The A&P faculty member completes the following sections:

- Section 2 Objectives for this Performance Cycle (Status and Notes/Comments columns). In this section, document how you met your job performance goals. Please address all goals listed in Section 2, including ones that you were unable to achieve. Include the weight assigned to job performance. Include any relevant feedback from direct reports and peers. Supervisors and unit heads, please provide a link to your unit report for this reporting year.

- Section 3A Performance on Key Competencies for A&P Faculty Member (Comments column)

- Section 3B Performance on Key Responsibilities for this Position (Comments column)

- Section 3D Professional Development in Performance Cycle. In this section, separately address both scholarly achievement and professional qualifications, and professional service. Document how you met your goals in each area, and include the assigned weights. For professional service, note that the listing of appointments is helpful, but most useful is a description of your specific contributions. If appropriate, please solicit feedback from those who might be best able to comment on your contributions.

Supervisor Evaluation

Rating Scale: Sections 3A and 3B require use of a rating scale of 1-5 as defined in the A&P performance evaluation form. The JMU Faculty Handbook and JMU Libraries Promotion & Tenure Guidelines require using ratings of unsatisfactory, satisfactory, and excellent for promotion reviews. The Libraries map the five-level scale to the three-level scale as follows:

<table>
<thead>
<tr>
<th>A&amp;P Performance Evaluation Rating Scale</th>
<th>Promotion Review Rating Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Significantly below standards</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>2: Below standards</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>3: Fully meets standards in all important aspects</td>
<td>Excellent</td>
</tr>
<tr>
<td>4: Generally above standards in many important aspects</td>
<td></td>
</tr>
<tr>
<td>5: Consistently above standards in virtually all areas</td>
<td></td>
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</tbody>
</table>

The supervisor completes the following sections:

- Section 3A Performance on Key Competencies for A&P Faculty Members (ratings only)
• Section 3B Performance on Key Responsibilities for this Position (rating only)

• Section 3C Summary of Overall Performance. Provide a narrative review of the faculty member’s performance in the areas of job performance, scholarly achievement and professional qualifications, and professional service. Feedback provided to the supervisor from the faculty member’s direct reports and peers is included here. Supervisors provide a rating of unsatisfactory, satisfactory, or excellent in each category and an overall rating.

AUH Evaluation

The AUH completes the Reviewer’s Comments section. Faculty members who directly report to an AUH may have a combined supervisor/AUH evaluation section. The AUH provides a narrative review; a rating of unsatisfactory, satisfactory, or excellent in each category; and an overall rating of acceptable or unacceptable.

Document Versions

• The version above was approved by a vote of the Library Faculty Assembly on October 19, 2018. This version incorporates feedback from Library Administration shared in September 2018. January 2019: Sharing with Dean for Provost approval. February 2019: Approved by Provost and posted online.

• Library Administration Feedback, September 2018 (pdf with comments)

• Drafted by the AP Faculty Promotion Task Force on June 11, 2018 and approved by library faculty vote on July 12, 2018. (Word document)