

# Librarian Performance Review



Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Department/Discipline: \_\_\_\_\_ Date(s) of Review: From \_\_\_\_\_ To \_\_\_\_\_

Tenure-Track Contract Year  1  2  3  4  Tenured  Adjunct  Temporary/LTT  Other

**Please check the appropriate box which best describes the employee's performance:**

**PROFESSIONAL RESPONSIBILITIES**

	Satisfactory	Needs Improvement	Unsatisfactory
1. Demonstrates knowledge and application of appropriate information tools and resources, including current trends and library technology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contributes to building, organizing, accessing, and maintaining library collection.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Supports information literacy needs across the curriculum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Employs a variety of successful pedagogical approaches to learning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Communicates clearly and effectively with students and other members of the college community, both in-person and digitally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Promotes an inclusive classroom or workplace environment that is free from harassment, prejudice, or discrimination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is approachable by students and helps them to feel comfortable asking for assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Interacts with students and colleagues across employee groups respectfully, positively, and constructively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Works cooperatively and effectively with library faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Meets obligations on time; e.g., reports, product/service analysis, records, planning documents, orders, schedule requests, projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maintains work schedule, in consultation with other library faculty, staff and library manager.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrates flexibility in providing coverage to meet the needs of the department.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Effectively plans, implements, promotes, evaluates, and accepts feedback on department programs and services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Functions effectively with minimal supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Demonstrates evidence of participation in professional growth and development activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Demonstrates evidence of participation in college service activities. <b>(Not required for adjunct faculty)</b> . Flex activities meet a contractual obligation and are not considered college service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Participates in peer review process and serves on peer review committees when requested <b>(not required for adjunct faculty)</b> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Overall Rating</b> <i>(Must be consistent with the factor rating, although there is no prescribed formula for compiling the overall rating.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

