

### **Temporary Library Faculty Evaluation Criteria**

In accordance with the University's current policies and procedures for evaluation of temporary faculty unit employees (34/AS/13/FAC), the library faculty adopts the following criteria.

Temporary librarians appointed for two or more semesters, regardless of a break in service, shall be evaluated in terms of their particular assignment within the library and the criteria appropriate to that assignment. For full-time temporary librarians, this review shall be performed by a peer committee of tenured faculty; for part-time temporary librarians, this review shall be performed by the Dean of Library Services, after an opportunity for faculty unit employee input. Written student evaluations are optional for librarian evaluation. The evaluation process for temporary librarians must be concluded no later than the deadline established yearly by the URPTC.

#### **Review Materials and Evaluation Criteria**

The temporary library faculty will submit a statement (no more than three pages in length) that outlines and reflects upon professional activities and accomplishments since her or his last review. The temporary library faculty shall also include a copy of his/her assignment description (which shall be the original position description at the point of hire and/or the official work assignment provided by the Dean after the acceptance of the appointment.)

*Proficiency in librarianship* is considered the top priority by the library faculty. The temporary librarian's performance of his/her assigned duties shall be at a high professional level. A library faculty member's specialization(s) may include but is not limited to:

- Acquisitions and collection development
- Bibliographic display and control
- Computer systems and web design
- Information literacy instruction and reference service
- Outreach activities
- Special collections and archives

Indicators of high-level professional performance include:

- demonstration of professional knowledge, initiative, and resourcefulness in carrying out assigned duties
- ability to work collaboratively with library and university colleagues in the provision of library reference service and information literacy instruction
- demonstration of mastery and currency in library and information technology and innovations
- evidence of effective classroom instruction (for temporary librarians who participate in information literacy instruction)

The temporary librarian's expertise should also display a breadth of outlook toward academic library operations, purposes, and trends that demonstrates awareness of research and developments in the library field.

***Optional materials and information*** provided by the temporary library faculty may be included for consideration; examples of inclusions are: current vita, assigned project materials, outcomes of relevant research conducted by the temporary librarian during the current review period, or other forms of peer review requested by the librarian under review from specific peers of his or her choosing.

Approved by the Library Faculty 01/10/2020