

UNIVERSITY OF ARKANSAS AT PINE BLUFF
 JOHN BROWN WATSON MEMORIAL LIBRARY
 FACULTY/LIBRARIAN ANNUAL PERFORMANCE REVIEW

Part I - EMPLOYEE INFORMATION		
Name (Last, First, MI)	Colleague ID Number	Department
Position Title	Class Code	Position Number
Part II - SUPERVISOR'S (RATER) INFORMATION		
Name of Rater (Last, First, MI)	Telephone Number	Position Title
Part III - REVIEWING OFFICIAL'S INFORMATION		
Name of Reviewing Official (Last, First)	Telephone Number	Position Title
Part IV - RATING PERIOD		
Rating Period Beginning Date: _____ Rating Period Ending Date: _____		
Part V - DEFINITIONS		
<p>Duty Area – Librarianship: Librarianship is central to the purposes and objectives of the University and is to be evaluated, rewarded and encouraged in ways parallel to those for scholarship and service.</p> <p>Duty Area – Scholarship: Scholarship is defined as a systematic, focused attention on a question, problem or idea, characterized by expertise, originality, analysis and significance.</p> <p>Duty Area – Service: Service encompasses a faculty member's activities in the areas of university, professional and community service.</p> <p>Duty Area – Formative Standards: Supervision of staff and/or student workers, performance of stated duties in accordance with library standards (ALA & ACRL), adherence to library policies and procedures, cooperation, and initiative.</p> <p style="text-align: center;">Ratings Definitions</p> <p>Excellent (E) - greatly exceeds normal and expected standards of performance and is deserving of special recognition for outstanding accomplishments during the year.</p> <p>Good (G) – exceeds normal and expected standards of performance for the year.</p> <p>Satisfactory (S) – meets normal and expected standards of performance for the year. Suggestions for improvement may accompany this rating.</p> <p>Unsatisfactory (U) – fails to meet normal and expected standards for the year. Suggestions for improvement must accompany this rating.</p>		

1. LIBRARIANSHIP				
	E	G	S	U
Outstanding performance in the main area of responsibility				
Enrolling in professionally-related continuing education activities				
Maintaining current awareness through reading, meetings and workshops				
Designing substantial aids for research				
Instruction, not necessarily in a classroom situation				
2. SCHOLARSHIP				
Peer-reviewed contributions to research				
Creation of electronic, multimedia resources				
Innovations that constitute significant advancement of professional practice				
Funded grant proposals				
Collaboration with other library faculty members				
3. SERVICE (University, Professional and Community)				
a. University				
Leadership and participation in the governance of UAPB community				
Leadership and participation in UAPB activities such as colloquia and seminars				
Participation in library activities, such as seminars and serve on committees				
Engaging in mentoring activities				
b. Professional				
Serving as an officer/active member in professional and learned societies				
Serving as program chair or discussant for professional meetings				
Refereeing a competitive papers session				
Reviewing grant proposals				
Organizing workshops, institutes or similar meetings				
Serving scholarly journals or newsletters in an editorial or analytical capacity				
Reviewing books and other literature in peer-reviewed journals				
c. Community				
Public appearances in the interest of librarianship and information transfer				
Participating as an expert in a community project, consortium or task force				
Sharing professional knowledge and expertise with groups outside the University that directly support the goals and mission of UAPB as a metropolitan-based institution committed to the community and region				
4. FORMATIVE STANDARDS				
Supervision of staff and/or student workers				
Performance of stated duties in accordance with library standards (ALA & ACRL)				
Adherence to library policies and procedures				
Cooperation and collegiality				
Initiative				

Comments:

Summary:

By signing below the employee concurs only that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning the performance may be submitted on a separate sheet.

Librarian/Faculty's Signature: _____ Date: _____

Rater's Signature: _____ Date: _____

Reviewing Official's Signature: _____ Date: _____