

WESTERN KENTUCKY UNIVERSITY LIBRARIES  
FACULTY MEMBER PERFORMANCE APPRAISAL

Revised 1-2008

The objectives of the University Libraries Faculty Member Performance Appraisal are as follows:

- \* To plan professional development
- \* To evaluate progress toward promotion, tenure, and tenure review
- \* To help determine annual salary recommendations

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Faculty Member

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Current Rank (date attained)

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Tenure Date

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Department

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Academic Year Covered

## University Libraries Faculty Member Performance at WKU

## I. TEACHING/PROFESSIONAL EFFECTIVENESS

## A. KNOWLEDGE OF PROFESSION: may include, but is not limited to

- \* technical knowledge applied to areas of responsibility as listed on one's position description
- \* use of appropriate bibliographic/research instructional tools, computer resources, teaching materials, and techniques
- \* application of library/museum policies, procedures, and practices to one's responsibilities
- \* initiation of new techniques, services, and technologies for library/museum, particularly as relates to one's responsibilities
- \* professional development through participation in institutes, seminars, workshops or formal courses

<p>___ HIGHLY EFFECTIVE</p>	Faculty member <u>consistently</u> uses appropriate bibliographic/research instructional tools, computer and other resources, teaching materials, and techniques; possesses and uses <u>extensive</u> technical knowledge for research, analysis, and attention to detail; <u>initiates</u> new techniques, services, and technologies for the library/museum, particularly within his/her area of responsibility.
<p>___ EFFECTIVE</p>	Faculty member <u>usually</u> has technical knowledge of <u>most</u> commonly used bibliographic/research instructional tools, computer and other resources, teaching materials, and techniques and applies that knowledge <u>most of the time</u> to research, analysis, and detailed work within his/her area of responsibility.
<p>___ GROWTH</p>	Faculty member <u>sometimes</u> has and applies technical knowledge of bibliographic/research instructional tools, computer and other resources, teaching materials, and techniques to his/her research, analysis, and detailed work within his/her area of daily responsibilities.
<p>___ INEFFECTIVE</p>	Faculty member <u>rarely</u> has and applies technical knowledge of bibliographic/research instructional tools, computer and other resources, teaching materials, and techniques, to research, analysis and detailed work needed to fulfill his/her area of responsibility.

## B. ORAL AND WRITTEN COMMUNICATION: may include, but is not limited to

- \* effective oral and written communication with colleagues, other library/museum personnel, faculty, students, patrons, and other individuals, or through organized presentations
- \* sharing and providing requested information/reports/statistics
- \* interpreting and instructing others in the use of reference tools, library/museum resources, bibliographic tools, databases, and other organized or informal guides
- \* effectively presenting course content (team teaching, guest lecture)
- \* contacts that result in TopSCHOLAR™ deposits

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<p>___ HIGHLY EFFECTIVE</p>	<p>Faculty member <u>consistently</u> uses accurate and timely oral and written communications with colleagues, students, other faculty, patrons, vendors in a clear and consistent manner. Communicates <u>well</u> through technical reports or other written information. Is <u>consistent</u> in clearly and accurately interpreting library/museum resources to others, and making workshop/course/other presentations effectively.</p>
<p>___ EFFECTIVE</p>	<p>Faculty member <u>usually</u> speaks and writes clearly, accurately, and in a timely manner with colleagues, students, other faculty, patrons, vendors. Is <u>usually</u> clear and accurate in technical reports or other written information, and in interpreting and instructing others in library/museum resources. <u>Usually</u> presents material effectively to others.</p>
<p>___ GROWTH</p>	<p>Faculty member <u>sometimes</u> is clear and timely in oral and written communications with colleagues, students, other faculty, patrons, vendors. <u>Sometimes</u> makes errors in written reports. <u>Often</u> cannot clearly interpret and instruct others in library/museum resources. <u>Does not usually present</u> material effectively to others.</p>
<p>___ INEFFECTIVE</p>	<p>Faculty member <u>rarely</u> uses appropriate oral and written communication. Faculty member is <u>difficult to understand</u> in oral and written communications with colleagues, students, other faculty, patrons, vendors. Writes reports which are difficult to interpret. <u>Does not clearly instruct</u> others about library/museum resources.</p>

C. INTERPERSONAL SKILLS: may include, but is not limited to

- \* informal activity and observed interaction with students
- \* observed interaction with colleagues, other library/museum personnel, faculty, patrons
- \* conduct adheres to professional ethical standards
- \* ability to engage and prepare students for success in a global society

___ HIGHLY EFFECTIVE	Faculty member is <u>frequently</u> observed interacting with students, faculty, and other patrons. Meets the letter and the spirit of professional ethical standards. Seeks ways to be helpful to colleagues.
___ EFFECTIVE	Faculty member interacts with students, faculty, and other patrons, as requested. Meets the letter of professional ethical standards. Is <u>usually</u> helpful to colleagues when asked.
___ GROWTH	Faculty member <u>occasionally</u> interacts with students, faculty, and other patrons. <u>Rarely</u> is helpful to colleagues when asked. Does not always meet professional ethical standards.
___ INEFFECTIVE	Faculty member receives frequent student, faculty, and other patron complaints about lack of availability. Does <u>not</u> fulfill peer requests for assistance. Does not meet professional ethical standards.

D. RESOURCES MANAGEMENT: may include, but is not limited to

- \* managing material, equipment, time, and human resources to support the teaching/research/service activities of the University
- \* organizing resources/bibliographic information within one's assigned area of responsibility
- \* examining library/museum environment and recommending enhancements, goals, plans, and programs that would improve services, particularly within one's assigned area of responsibility
- \* contacts that result in TopSCHOLAR™ deposits

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\_\_\_ HIGHLY  
EFFECTIVE

Faculty member consistently supervises, trains, encourages, and evaluates staff/students, if applicable; consistently plans and organizes materials so as to set attainable goals, anticipate obstacles, and coordinate resources; consistently meets deadlines as requested for management of resources.

\_\_\_ EFFECTIVE

Faculty member supervises, trains, encourages, and evaluates staff/students most of the time, if applicable; plans and organizes materials, equipment and time so as to set attainable goals, anticipate obstacles, and coordinate resources most of the time; meets deadlines frequently as requested for the management of resources.

\_\_\_ GROWTH

Faculty member sometimes plans for or responds to changing needs of and demand for staff/students; does not always utilize available equipment, time, and human resources for job responsibilities; encounters obstacles to goals and does not change goal-setting; and misses some management deadlines.

\_\_\_ INEFFECTIVE

Faculty member rarely has a systematic procedure for supervising, training, encouraging, or evaluating staff/students, if applicable; has no plan or organization of materials, time, and equipment so as to set attainable goals and fails to anticipate obstacles or use available resources for work; seldom meet deadlines requested for management of resources.

II. RESEARCH/CREATIVE ACTIVITY AND SCHOLARSHIP: may include, but is not limited to

- \* print, nonprint or electronic research/creative activity in progress or completed
- \* presentations/exhibits
- \* preparation of instructional/informational materials or grant proposals
- \* recipient of awards, or other recognition for research/creative activity
- \* TopSCHOLAR™ content

<p>___ HIGHLY EFFECTIVE</p>	Faculty member produces <u>at least one print, nonprint or electronic publication</u> (e.g., book, chapter, literature review, or research article) <u>of substantive quality</u> . If working on long-term publication, faculty member can provide documentation showing significant progress.
<p>___ EFFECTIVE</p>	Faculty member produces or has documentation of <u>some progress toward one or more potentially significant</u> special study/instructional-informational material/grant or prepares an exhibit not part of normal job assignment. Faculty member may also give a research-related presentation, chair a research-related panel, and write book reviews.
<p>___ GROWTH</p>	Faculty member has documentation of <u>some progress</u> toward a publication/grant/special study/presentation/exhibit/instructional-informational material.
<p>___ INEFFECTIVE</p>	Faculty member <u>has not produced</u> any oral or written documentation toward a publication/grant/special study/presentation/exhibit/instructional-informational material in the past <u>year</u> .

III. PUBLIC AND UNIVERSITY SERVICE: may include, but is not limited to

- \* membership(s) in professional library/museum organizations and allied groups (historical societies, information science, etc.) and attendance at professional meetings.
- \* service on University/departmental/library/museum/professional organization committees
- \* participation in University-sponsored organizations and meetings
- \* service to state, national organization(s) as appropriate to his/her professional responsibilities
- \* recipient of awards, other recognition

<p>___ HIGHLY EFFECTIVE</p>	<p>Faculty member participates in several activities in the following areas (each area must be represented):</p> <ul style="list-style-type: none"> <li>* serves in appropriate professional organization(s) as <u>officer</u>, <u>chair</u>, <u>editor</u>, or <u>referee</u>.</li> <li>* holds membership in one or more professional organization(s) and <u>attends at least one professional meeting</u>.</li> <li>* serves on <u>several</u> University/departmental/ library/museum/professional organization <u>committee(s)</u>, or <u>provides service</u> to students, community, state or nation as appropriate to his/her professional responsibilities.</li> </ul>
<p>___ EFFECTIVE</p>	<p>Faculty member participates in activities in the following areas:</p> <ul style="list-style-type: none"> <li>* holds membership in one or more professional organization(s) and <u>attends at least one professional meeting</u>.</li> <li>* serves on one or more University/departmental/ library/museum/professional organization <u>committee(s)</u>, or <u>provides service</u> to students, community, state or nation as appropriate to his/her professional responsibilities.</li> </ul>
<p>___ GROWTH</p>	<p>Faculty member holds membership in appropriate professional organization, but <u>rarely attends</u> and is <u>minimally involved</u> in committee meetings.</p> <p>Faculty member may serve on a University/ departmental/library/museum/professional organization <u>committee</u>, but <u>rarely attends</u> and is <u>minimally involved</u> in committee meetings.</p>
<p>___ INEFFECTIVE</p>	<p>Faculty member <u>does not hold membership</u> in a professional organization and <u>does not attend</u> any professional meetings;</p> <p>Faculty member <u>does not serve on a</u> University/ departmental/library/museum/professional organization <u>committee</u>; and <u>does not provide service</u> to students, community, state, or nation as appropriate to professional responsibilities.</p>

IV. OVERALL EVALUATION FOR \_\_\_\_\_  
(Name)

\_\_\_\_ HIGHLY  
EFFECTIVE

\_\_\_\_ EFFECTIVE

\_\_\_\_ GROWTH

\_\_\_\_ INEFFECTIVE

	HIGHLY EFFECTIVE	EFFECTIVE	GROWTH	INEFFECTIVE
I. TEACHING/PROFESSIONAL EFFECTIVENESS				
A. KNOWLEDGE OF PROFESSION				
B. ORAL AND WRITTEN COMMUNICATION				
C. INTERPERSONAL SKILLS				
D. RESOURCE MANAGEMENT				
II. RESEARCH/CREATIVE ABILITY AND SCHOLARSHIP				
III. PUBLIC AND UNIVERSITY SERVICE				
IV. OVERALL EVALUATION				

Signature of Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

If applicable, Coordinators/Supervisors should submit comments about faculty members to the appropriate Department Head, with a copy to the faculty member being evaluated.

TO BE COMPLETED BY DEPARTMENT HEAD,  
AND DEAN AND SIGNED BY FACULTY MEMBER

Department Head Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Comments:

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Faculty Member's Signature (And Optional Comments)

I have read and reviewed my performance appraisal.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## FACULTY MEMBER DEVELOPMENTAL GOAL(S) AND PLAN(S)

Date to Achieve Goal \_\_\_\_\_

If the faculty member is performing at "GROWTH" or "INEFFECTIVE" level in a given performance category (categories), please set a goal(s) and action plan(s) to fill that goal(s) for the performance category (categories).

## I. TEACHING/PROFESSIONAL EFFECTIVENESS

## A. KNOWLEDGE OF PROFESSION

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## B. ORAL AND WRITTEN COMMUNICATION

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## C. INTERPERSONAL SKILLS

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## D. RESOURCE MANAGEMENT

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## II. RESEARCH/CREATIVE ACTIVITY AND SCHOLARSHIP

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## III. PUBLIC AND UNIVERSITY SERVICE

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## IV. CONTRIBUTIONS TO UNIVERSITY MISSION

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## V. SHORT AND LONG-TERM PLANS

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