WESTERN KENTUCKY UNIVERSITY LIBRARIES

FACULTY MEMBER PERFORMANCE APPRAISAL

Revised 1-2008; 11-2011; 4-2012

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

_____
Faculty Member

_____
Current Rank (date attained)

_____
Tenure Date

_____
Department

_____
Academic Year Covered

Criteria and Behavioral Descriptors of
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/rese   arch   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 fo r library/museum, particularly as relates to one's responsibilities
* professional development through participation in institutes, seminars, workshops or formal courses

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___HIGHLY   Faculty   member consistently uses appropriate
   EFFECTIVE   bibliographic/research instructional tools, computer and other resources, teaching materials, and techniques; possesses and uses extensive technical knowledge for research , analysis, and atten tion to detail; initiates new techniques, services, and technologies for the library/museum, particularly within his/her area of responsibility.
___EFFECTIVE   Faculty member usually has t echnical knowledge of most commonly used bibliographic/research instructional t ools, computer and other resources, teaching materials, and techniques and applies that knowledge most of the time to res earch, analysis, and d etailed work within his/her area of responsibility.
___GROWTH   Faculty member sometimes has and applies technical knowledge of bibliographic/research instructional t ools, computer and other resources, teaching materials, an d techniques to his/her research, analysis, and detailed work within his/her area of daily responsibilities.
___INEFFECTIVE Faculty member rarely ha s   and applies technical knowledge of bibliographic/research instructional t ools, 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 co mmunication 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 oth ers 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

___HIGHLY EFFECTIVE   Faculty member consistently uses accurate and timely oral and written communications with co lleagues, students, othe r faculty, patrons, vendors in a clear and consistent manner. Comm unicates well through technical reports or other written infor mation. Is consistent in clearly and accurately interpreting library/m useum resources to others, and m aking workshop/course/other presentations effectively.

___EFFECTIVE   Faculty member usually speaks and writes clearly, ac curately, and in a timely manner with colleagues, studen ts, other faculty, patrons, vendors. Is usually clear and accu rate in technical reports or other written information, and in interpreting and in structing others in library/museum resources. Usually presents material effectively to others.

___GROWTH   Faculty member sometimes is clear and timely in oral and written communications with colleagues, students, other faculty, patrons, vendors. Sometimes makes errors in written reports. Often cannot clearly interpret and instruct others in library/m useum resources. Does not usually present material effectively to others.

___INEFFECTIVE   Faculty member rarely uses appropriate oral and written comm unication. Faculty member is difficult to understand in oral and written communications with colleagues, students, other faculty, patrons, vendors. Writes reports which ar e difficult to interpr et. Does not clear ly instruct others about library/museum resources.

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

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___HIGHLY   Faculty member is <u>frequently</u> observed interacting with students, faculty,
   EFFECTIVE   and other patrons.   Meets the letter and the sp irit of professional ethical standards. Seeks ways to be helpful to colleagues.
___EFFECTIVE   Faculty member interacts with students, faculty, an d other patrons, as requested. Meets the lette r of professional ethical standards. Is <u>usually</u> helpful to colleagues when asked.
___GROWTH   Faculty   member <u>occasionally</u> interacts with students, facu lty, and other patrons. <u>Ra rely</u> is h elpful 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 n<u>ot fulfill</u> peer reques   ts 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 <u>consistently</u> supervises, trains, encourages, and evaluates staff/students, if applicable; <u>consistently</u> plans and organizes materials so as to set attainable goals, anticipate obstacles, and coordinate resources; <u>consistently</u> meets deadlines as requested for management of resources.

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

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

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

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

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

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___HIGHLY EFFECTIVE	Faculty member produces a t least one print, nonpr int or electronic publication (e.g., book, chapter, literature review, or research article) of substantive quality. If working on l ong-term publication, faculty m ember can provide documentation showing significant progress.
___EFFECTIVE	Faculty member produces or ha s documentation of some progress tow ard one or more pote ntially significant special study/instructional-informational material/grant or prepares an exh ibit not part of normal job assignment. Faculty m ember may also give a res earch-related presentation, chair a research-related panel, and write book reviews.
___GROWTH	Faculty member has documentation of some progress toward a publication/grant/special study/presentation/exhibit/instructional-informational material.
___INEFFECTIVE	Faculty member has not produced any oral or written documentation toward a publication/grant/special study/presentation/exhibit/instructional-informational material in the past year.

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 community, state, national organization(s) as appropriate to his/her professional responsibilities
* preparation of grant proposals for instruction, research, and administrative support activities
* recipient of awards, other recognition

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____HIGHLY EFFECTIVE   Faculty member participates in several activities in the following areas (each area must be represented):
* serves in appropriate professional organization(s) as <u>officer</u>, <u>chair</u>, <u>editor</u>, or <u>referee</u>.
* holds membership in one or more professional organization(s) and <u>attends at least one professional meeting</u>.
* 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.

___EFFECTIVE   Faculty member participates in activities in the following areas:
* holds membership in one or more professional organization(s) and <u>attends at least one professional meeting</u>.
* 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.

___GROWTH   Faculty member holds membership in appropriate professional organization, but <u>rarely attends</u> and is <u>minimally involved</u> in committee meetings.
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.

___INEFFECTIVE   Faculty member <u>does not hold membership</u> in a professional organization and <u>does not attend</u> any professional meetings; 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.

IV.   OVERALL EVALUATION FOR_____

(Name)

_____ HIGHLY
        EFFECTIVE

_____EFFECTIVE

_____GROWTH

_____INEFFECTIVE

_____ Yes   _____ No   Based on overall evaluation, the results of post-tenure review are
                             satisfactory.

	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

    B.   ORAL AND WRITTEN COMMUNICATION

    C.   INTERPERSONAL SKILLS

    D.   RESOURCE MANAGEMENT

II. RESEARCH/CREATIVE ACTIVITY AND SCHOLARSHIP

III. PUBLIC AND UNIVERSITY SERVICE

IV. CONTRIBUTIONS TO UNIVERSITY MISSION

V. SHORT AND LONG-TERM PLANS