



Performance Evaluation Form

For all Library Faculty

Review Period:

From

To

Type of Appraisal:

☐

Annual

☐

*Probationary
(midpoint)*

☐

*Probationary
(final)*

☐

Special

Personal Information

Employee Name:

*Should be employee's legal name as it appears on the employee's
official record*

T Number:

Position Title:

Department:

Evaluator's Name:

Purpose of Formal Performance Evaluation Form

Providing faculty with feedback and direction is essential to fulfilling Tennessee State University's mission as well as guiding employees in their growth and development and engaging them in the success of the university.

The *Formal Performance Evaluation Form* functions as an instrument for supervisors to record and share information with faculty and/or summarize the communications that have been had over the evaluation period. **Supervisors must complete and discuss this form with their employees and remit it to Human Resources** for inclusion in the official personnel file on an annual basis. Human Resources usually publishes a deadline for submission in the University Communications.

This section addresses general performance requirement for librarians, regardless of their service areas.

Section 1 – General Performance Standards for Public Library Faculty

This section should address the librarian's competences

5 = Superior	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
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Job Performance/Librarianship

RATING

1. Is punctual and maintains good attendance	
2. Promotes teamwork and maintaining cooperative relations with others Participates in collaborative activities with colleagues	
3. Has ability to a) guide library users in learning to utilize library facilities, services, and resources OR b) ability to select and organize library resources	
4. Demonstrates the ability to accept other duties as needed or assigned, e.g. Committee Chairs, Special Projects	
5. Fulfills Library Liaison responsibilities, e.g. orders books for the assigned subject areas, creates Research Guides, and makes contact the department's library representative	

Professional Development

RATING

6. Participates in professional Development activities (library workshops, meetings, seminars, conferences, etc.,) and university/community service	
7. Participates in scholarly presentations and/or publishing of ideas related of academic librarianship at professional meetings, seminars, workshops, etc.	
8. Participates in collaborative activities by working together with other colleagues in professional growth and development efforts	
9. Demonstrates the ability to accept other duties as needed or assigned, e.g. Committee Chairs, Special Projects	
10. Supports university goals and objectives by participating in activities such as Founder's Day, committees, convocation, graduation, performances and lectures, etc.	

Leadership**RATING**

11. Analyzes situations, solves problem, seeks creative alternatives, and achieves results	
12. Prioritizes work assignments effectively	
13. Promotes teamwork	
14. Takes Initiative	
Comments- Librarian:	
Comments- Department Head:	

Total Score for Section One _____ Divided by 14 _____

5 = Superior	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
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Assigned Area: Circulation Librarian

RATING

1. Demonstrates a high level of proficiency and knowledge about all aspects of the library automated system related to Circulation-Reserve functions	
2. Actively participates in the daily routine at the desk to accomplish efficient and accurate charging and discharging of all types of materials	
3. Monitors work of subordinates to make sure that Circulation duties are performed efficiently	
4. Trains and/or supervises library and student assistants in circulation procedures	
5. Manages stack maintenance and demonstrates leadership with inventory processes	
6. Pro-actively assists library patrons with locating resources or provides referrals	
7. Implements library policies and procedures in regard to cell phone usage, prohibition of food and beverages, as well as disruptive noise	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

5 = Superior	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
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Assigned Area: Reference Librarian (AWC)/Digital Reference Librarian (Main)	RATING
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1. Assists library users with locating information by selecting the appropriate resources	
2. Participates in collection development for assigned liaison areas and the reference collection	
3. Creates thorough and effective Research Guides, which are kept up-to-date	
4. Collaborates with instructors to present relevant course related information literacy with enthusiasm and engagement. Pre and Post Test show effective delivery (or <i>Has positive responses on information literacy surveys from classes</i>)	
5. Completed projects in a timely manner	
6. Successfully manages embedded librarian responsibilities	
7. Collects and maintains statistics	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____ Divided by 7 _____

5 = Superior	4 = Exceeds Expectations	3 = Meets Expectations	2 = Needs Improvement	1 = Unsatisfactory
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Assigned Area: Interlibrary Loan Librarian

RATING

1. Demonstrates superior knowledge of OCLC, Ariel, ILLIAD, and other ILL software systems	
2. Effectively communicates ILL policies and procedures to faculty and students, both verbally and in print	
3. Works collaboratively with the Circulation Department to ensure prompt processing of patron requests	
4. Supervises verification of all interlibrary loan requests and processes them promptly; Evaluates and monitors requests for collection development purposes	
5. Works with faculty and students to promptly and correctly process ILL requests; updates; Requests in the system in the system on a daily basis	
6. Stays up-to-date with over dues and payments	
7. Compiles data; produces, monthly, and annual statistics	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

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Assigned Area: Government Documents Librarian

RATING

1. Serves as effective liaison between the library and the Federal Depository Program	
2. Ensures that documents collection is used to the fullest extent and gives specialized instruction and reference service for the collection; provides expert assistance in locating documents	
3. Acquires government documents for the library through the depository selection process; removes superseded editions and weeds as necessary	
4. Collaborates with cataloging department to ensure documents are properly classified	
5. Prepares and disseminates policies and procedures governing the documents collection; is in compliance with all federal depository guidelines	
6. Updates and maintains government documents website and research guides	
7. Compile data; produces monthly and annual statistics	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

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Assigned Area: Embedded Librarian

RATING

1. Coordinates embedding librarians in requested classes in a timely manner and troubleshoots issues	
2. Maintains regular contact with students and faculty in assigned embedded classes	
3. Maintains and updates Embedded Librarian Research Guides	
4. Conducts information literacy sessions and provides research appointments for embedded classes	
5. Compiles, disseminates, analyzes and reports embedded classes statistical and survey data	
6. Promotes and publicizes embedded program to faculty	
7. Keeps abreast of current developments in embedded librarianship programs	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

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Assigned Area: Cataloger

RATING

1. Effectively performs copy cataloging and maintains efficient production of processed materials; Is adept with cataloging resources in various formats	
2. Organizes work, is task oriented and demonstrates problem solving skills	
3. Keeps abreast of current and emerging cataloging best practices and issues	
4. Is knowledgeable about AACR2, MARC 21 and other cataloging standards and procedures	
5. Participates in authority control and corrects errors found in the online catalog	
6. Works cooperatively with other staff to ensure that patrons have user friendly access resources in the online catalog	
7. Participates in re-cataloging and re-classification project and withdrawal process	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

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Assigned Area: Electronic Resources/Serials Librarian

RATING

1. Manages Procurement, licensing, and agreements pertaining to e-resources; Maintains accurate financial spreadsheets and records for database expenditures and other assigned accounts	
2. Troubleshoots and maintains accessibility to e-resources; keeps current with static URLs and platform changes	
3. Produces up-to-date excel file on periodical holdings in print and microform holdings at least once a semester	
4. Manages online periodical holdings in Publication Finder and other full text databases as assigned	
5. Manages procedures and troubleshoots problems with Milser/Sierra check-in records	
6. Manages budget for e-resources and works effectively with Procurement and Finance/Accounting Offices	
7. Supervises stack maintenance of bound and loose periodicals	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

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General Performance Standards for Collection Management Librarians **RATING**

1. Communicates clear goals and objectives, sets priorities and demonstrates leadership; Communicates effectively in both verbal and print	
2. Works cooperatively with departmental colleagues to ensure efficient processing of library resources; maintains quality control of data and resources processed	
3. Has the ability to work independently and/or with a team	
4. Maintains good work habits, e.g. finishes projects in a timely manner	
5. Has demonstrated the ability to implement new technologies and adapt to changes in workflow	
6. Collects data and provide accurate statistics and/or financial spreadsheets	
7. Has initiative; contributes ideas for workflow improvement	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____ Divided by 7 _____

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General Performance Standards for Public Service Librarians

RATING

1. Is approachable and promptly acknowledges patrons; is courteous, patient and non-judgmental; collaborates with colleagues to resolve patron's questions	
2. Acts as a responsible team member, e.g. reports for desk duty promptly; notifies appropriate librarian of change in schedule	
3. Implements library policies regarding checking out reference materials, noise restrictions, cell phone use and prohibition of food and beverages	
4. Maintains good work habits, e.g. finishes projects in a timely manner	
5. Is proficient with using the online catalog, discovery layer (EDS) and periodicals A-Z to help patrons the research	
6. Supervises student assistants and makes sure they are engaged in productive work while on duty	
7. Keeps abreast of database functionality and coverage; stays informed about new and emerging technologies and resources	
Comments- Librarian:	
Comments- Department Head:	

Total Score _____

Divided by 7 _____

Section 4 – Achievements and Areas for Improvement/Growth

In the space below, employees and supervisors can provide feedback on ratings above, acknowledge significant strengths and achievements seen during the review period, note plans for further development of those strengths and/or document plans to improve any behaviors identified as “Does Not Meet Expectations (Development needed).

Achievements: *Briefly describe the employee’s most significant strengths and accomplishments during this review period*

Comments:

Areas for Improvement/Growth: *Indicate areas in which an employee should expand competencies and/or address professional shortcomings. Additionally, provide a brief description of a development plan to support achievement (supervisor’s role, resources, etc.):*

Comments:

Section 5 – Goals and Objectives for Next Review Period

This section should list those goals and objectives developed jointly by the employee and supervisor at the end of this review period to be achieved during the next review period. These goals and objectives should have FOCUS (i.e. be feasible, observable, communicated, unambiguous and suitable).

Goals and Objectives for the Next Review Period:

1.
2.
3.
4.
5.

Section 6 – Professional Development Plan

Identify any experience or learning opportunities that will support the employee's professional development and high-level performance. Include training, competency development and other efforts. These should be suggestions for things that might be beneficial but not things that the employee will be required to complete. Be as specific as possible. For instance, if available, list course titles/dates, position titles for cross-training efforts or committees to consider.

For example:

- Take a credit or non-credit course (list course and provider if possible)
- Attend a seminar in the community (list title and location if possible)
- Use research to develop process improvements (specify sources and methods)
- Attend meetings to become more familiar with community partners (specify dates, times, etc.)
- Cross train with others to gain increased knowledge in technical areas within the unit (specify persons/positions and knowledge to be obtained)

Please enter any detailed professional development plan information here:

Comments:

Section 7 – Final Comments and Signatures

Supervisor: *Please enter any summative and/or final comments here:*

Comments:

Supervisor Signature

Date

Employee: *Please enter any summative and/or final comments here:*

Comments:

I understand that my signature only acknowledges discussion and receipt of this appraisal and does not necessarily imply my agreement.

Employee Signature

Date

Second Level Signature

Date