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

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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 EFFECTIVE — Faculty   member consistently uses appropriate 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 technical 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 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

☐ HIGHLY EFFECTIVE — 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.

☐ EFFECTIVE — 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.

☐ GROWTH — 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.

☐ INEFFECTIVE — Faculty member <u>rarely</u> uses appropriate oral and written communication. Faculty member is <u>difficult to understand in or</u>al 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.

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 EFFECTIVE	Faculty member is frequently observed interacting with students, faculty, 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 usually helpful to colleagues when asked.
	GROWTH	Faculty member occasionally interacts with students, facu lty, and other patrons. Ra rely 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 not fulfill 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 info rmation within one's assigned area of responsibility
* examining library/museum environment and recomm ending enhancements, goals, plans, and program s that would im prove services, particularly within one's assigned area of responsibility
* contacts that result in TopSCHOLAR™ deposits

☐ HIGHLY
  EFFECTIVE   Faculty   member <u>consistently</u> supervises, trains, encourages, and evaluates staff/students, if applicab le; <u>consistently</u> plans and organizes materials so as to set attainab le goals, anticipate obstacles, and coordinate resources; <u>consistently</u> meets deadlines as req uested for management of resources.

☐ EFFECTIVE   Faculty   member   supervises, trains, encourages, and evaluates staff/students <u>most of the tim e</u>, if applicable; plans and organizes materials, equipment and time so as to set attainable goa ls, anticipate obstacles, and coordinate resources <u>most of the tim e</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 hum an resources for job responsibilities; encounters obstacles to goals and doe s 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 m aterials, time, and equipm ent so as to set attainable goals and f ails to an ticipate obstacles or use available resources for work; <u>seldom</u> meet deadlines requested for m anagement 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
* recipient of awards, or other recognition for research/creative activity
* TopSCHOLAR™ content

☐ HIGHLY
   EFFECTIVE   Faculty member produces at 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 member can provide documentation showing significant progress.

☐ EFFECTIVE   Faculty member produces or ha s documentation of some progress toward one or more pote ntially significant special study/instructional-informational material/grant or prepares an exhibit 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

☐ 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