

JUSTIFICATION FOR CONTRACT RENEWAL, PROMOTION, OR CONTINUING APPOINTMENT

Date _____

CANDIDATE'S NAME _____

Name of Person Submitting Evaluation _____

ACTION CONSIDERED (only one action per form)

Term Contract Renewal from _____ to _____

Continuing Appointment effective _____

Promotion from _____ to _____

A. Effectiveness in Performance (Weighting = .55) _____ x .55 = _____

Assess the performance of basic job responsibilities and the professional abilities the candidate possesses to accomplish those duties. Factors to be evaluated may include command of subject matter in assigned functions, determination and willingness to efficiently and successfully carry out assigned duties, commitment to providing outstanding service, organizational skills, judgment, and dependability. Also consider the candidate's creativity, innovation, and initiative in solving problems and challenges, flexibility to handle changing environments (which may include new methods of performing assigned duties, increased responsibility, and changing staff), communication skills and ability to work effectively with colleagues.

1	2	3	4	5	6	7	8	9	10
minimal		fair		good		superior		outstanding	

(Insert Justification of Rating Here)

B. PROFESSIONAL GROWTH AND DEVELOPMENT (Weighting = .15) _____ x .15= _____

Assess the candidate's degree of commitment to ongoing professional development. Factors to be evaluated may include continuing education, attendance at workshops and conferences, computer-based training, independent study and reading, additional certificates or degrees, and membership and participation in professional organizations.

1	2	3	4	5	6	7	8	9	10
minimal		fair		good		superior		outstanding	

(Insert Justification of Rating Here)

C. CONTRIBUTIONS TO THE PROFESSION (Weighting = .15) _____ x .15= _____

Assess the candidate's formal contributions to librarianship relative to rank and stage of career. Factors to be evaluated may include lectures or papers presented at professional workshops or conferences, offices held or other active participation in professional organizations, consulting work, grant-seeking, research (including research in progress), scholarly publications, honors, awards, or reputation among colleagues in the profession.

1	2	3	4	5	6	7	8	9	10
minimal		fair		good		superior		outstanding	

(Insert Justification of Rating Here)

D. UNIVERSITY AND COMMUNITY SERVICE (Weighting = .15) _____ x .15= _____

Assess the candidate's commitment to service within and beyond the college community. Factors to be evaluated may include participating in College or University committees; student-related activities; providing professional expertise to community organizations.

1	2	3	4	5	6	7	8	9	10
minimal		fair		good		superior		outstanding	

(Insert Justification of Rating Here)

Final Numerical Rating (total of A, B, C & D) _____

E. ADDITIONAL COMMENTS

Insert additional comments here.

F. RECOMMENDATION

Recommended _____

Not recommended _____

G. SIGNATURE(S) OF DEPARTMENT/SCHOOL CHAIR/DIRECTOR/HEAD OR DEPARTMENT/SCHOOL COMMITTEE
