



Library Faculty Performance Evaluation

Name: _____ SCC ID: _____ Date: _____

Evaluators: _____

Rating Scale*:

- N/A **DOES NOT APPLY** to this employee at this time, and/or there has been insufficient opportunity to observe and/or reasonably assess performance in this area
- (1) Doing **LESS** and/or quality is **LESS THAN EXPECTED** (quality/quantity)
- (2) Doing **WHAT IS EXPECTED** in this position (quality/quantity)
- (3) Doing **MORE** and/or **BETTER THAN EXPECTED** (quality/quantity)

**Evaluators must explain any rating of 2 or less in the comments section*

Sources on which Evaluation is based:

Self-Evaluation Student Review of Faculty Performance Faculty/Team Initials:
 Worksite Observation Mid-Semester Review Date: _____
 Other: _____

Teaching and Instructional Effectiveness

Evaluator Observations:

RATING
(1) (2) (3) N/A

1. Instructs and guides students in their information al needs: ready reference of directional information
2. Instructs and guides students in their information al needs: technical or research assistance
3. Assists the staff/faculty in their information needs.
4. Demonstrates skills to perform assigned duties.
5. Courteous and approachable by students and staff.
6. Demonstrates sensitivity to students from diverse backgrounds.
7. Advises library technicians of resources needed to assist students with assignments.
8. Gives orientations for classes as requested by instructors.
9. Gives library orientations to others as needed.
10. Instructs library staff in using printed and non-print reference resources.
11. Maintains a positive learning environment in the library
12. Selects appropriate and useful materials (books, periodicals, media, etc.) for purchase.
13. Demonstrates use of library resources.
14. Possesses written communication skills.
15. Possesses oral communication skills.
16. Communicates with supervisor.
17. Completes and compiles library reference statistics and reports timely & accurately

Overall Librarian Effectiveness

(An average rating of 1.5 = an overall average of 2; 2.5 = 3)

Area/Departmental Responsibilities and College-Wide Service

RATING
(Yes) (No) (N/A)

1. Is knowledgeable about and abides by College, Area and Departmental policies, procedures, and timelines/targets
2. Orders instructional materials, equipment, textbooks, etc. in a timely fashion
3. Works cooperatively with and assists other staff members (especially new faculty)
4. Provides information for the development of departmental budgets and monitors expenditures as needed
5. Exercises good judgement in the management and use of facilities, equipment & supplies
6. Attends division meetings and in-services
7. Develops Student Learning Outcomes or Service Area Outcomes as needed
8. Assesses Student Learning Outcomes or Service Area Outcomes as needed
9. Produces written reports on SLO or SAO assessment results as needed
10. Initiates and/or participates in overall department-wide program development, maintenance, evaluation, revision, updating, and/or expansion of programs
Examples: _____

11. Participates in Area and Departmental duties and responsibilities

Area and Departmental Responsibilities Overall Rating
(An average rating of 1.5 = an overall average of 2; 2.5 = 3)

RATING
(Yes) (No) (N/A)

College-Wide Service

12. Demonstrates a pattern of service on College committees, projects and/or student organizations
13. Participates in faculty/college governance
14. Participates in flexible calendar duty days

Professional Development and Community Service (Optional)

(Yes) (No) (N/A)

1. Demonstrates a pattern of academic/professional and/or technical updating or currency
2. Contributes to the local community

Comments by Evaluators
(Attach additional sheets if needed)

Recommendation

Check one of the choices below:

- 1. Not recommended for continued employment
- 2. Continued employment contingent upon correction of noted recommendations for improvement
- *Any rating of 2 or lower in the overall categories must include recommendations for improvement
(include or attach to evaluation)*
- 3. Recommended for continued employment

Comments by Faculty Member
(Attach additional sheets if needed)

Signature of Employee: _____ **Date:** _____

Signature of Administrator: _____ **Date:** _____

The above signature of the faculty member indicates that the faculty member has been given a copy of this evaluation and has had the opportunity to review it. It does not necessarily denote agreement with all factors of the evaluation