



FACULTY LIBRARIAN EVALUATION

Faculty name: _____ Rank: _____

Department: _____ Evaluator: _____ Date: _____

All librarians shall be evaluated annually by the appropriate supervisor in the following three areas: Librarianship Excellence; Service to the College and the Community; and Service to the Profession and Professional Growth. Librarianship excellence may be evaluated as appropriate.

LIBRARIANSHIP EXCELLENCE

----- Ratings -----
5=Outstanding 4 = excellent
3 = satisfactory 2 =needs improvement
1 = not applicable

No.	Duty or Performance Goal/Objective	Evaluation w/ Examples	Rating
	Based on position held*		

Library Instruction Sessions Taught (attach sheet if applicable)

Additional evaluator comments: _____

Librarian's comments: _____

Evaluator's signature: _____ Date: _____

Librarian's signature: _____ Date: _____

**LAKE-SUMTER COMMUNITY COLLEGE
FACULTY LIBRARIAN EVALUATION – SERVICE TO THE COLLEGE
AND THE COMMUNITY**

Name: _____ **Date:** _____

1. List college committees on which you have served; note chair responsibilities

2. List contributions to library development and explain your role

3. List college functions you have helped plan or implement and explain your role

4. List clubs or activities you have advised or sponsored and explain your role

5. List grants you have pursued and explain their benefit to the college or to your professional growth

6. List other college activities in which you have participated and explain your role

7. Additional commentary on your service to the college

8. List speaking engagements, non-credit course instruction, and other professional interactions with the community

9. Additional commentary on your service to the community

Evaluator comments: _____

**LAKE-SUMTER COMMUNITY COLLEGE
FACULTY LIBRARIAN EVALUATION – SERVICE TO THE PROFESSION
AND PROFESSIONAL GROWTH**

Name: _____

1. List memberships in professional organizations in your field; note leadership roles

2. List workshops, seminars, or conferences in your field that you have attended; note leadership roles

3. List research endeavors, publications, and presentations at professional meetings in your field

4. List honors or awards you have received from colleagues or professional organizations in your field

5. List academic coursework in your field taken at an accredited college or university

6. List non-credit courses taken or workshops attended that enhanced your professional growth

7. List certifications you have earned that are required for your field

8. List certifications you have earned for professional growth

9. Additional commentary on service to your profession and your professional growth

Evaluator comments: _____

**LAKE-SUMTER COMMUNITY COLLEGE
FACULTY LIBRARIAN EVALUATION – GENERAL RESPONSIBILITIES**

Name: _____

- 1. Librarian complies with requirements of weekly library needs, schedule, student access, and other formal assignments.**

Yes No

Comments: _____

- 2. Librarian maintains a flexible schedule consistent with the established library work week functions.**

Yes No

Comments: _____

- 3. Librarian communicates and interacts effectively and professionally with students, faculty, and staff in accordance with established college processes and procedures.**

Yes No

Comments: _____

- 4. Librarian provides required institutional data (usage data, formal reports, budget information, and so forth) and administrative paperwork (materials orders, schedules, and so forth) in a timely manner.**

Yes No

Comments: _____

- 5. Librarian abides by directions given by administrative supervisors related to conduct as a Librarian.**

Yes No

Comments: _____

6. Librarian cooperates with performance of additional duties involving urgent circumstances or legal mandates.

Yes No

Comments: _____

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IMPROVEMENT DEVELOPMENT PLAN

List below specific improvement goals or actions where improvement is needed for any Goal or Duty in Librarianship Excellence area which is rated below satisfactory; and/or any General Responsibility area rated as “No”.

<u>Improvement or Development Action/Goal</u>	<u>Target Date for Completion</u>
_____	_____
_____	_____
_____	_____
_____	_____

=====

Overall evaluation: (circle one) Satisfactory Unsatisfactory

Meeting Rank & Promotion Goals:
(circle one) On Target Below Target N/A

Evaluator’s signature: _____ Date: _____

Evaluator Supervisor’s signature _____ Date: _____

Librarian’s signature: _____ Date: _____

**LAKE-SUMTER COMMUNITY COLLEGE
FACULTY LIBRARIAN EVALUATION
ANNUAL PROFESSIONAL DEVELOPMENT PLAN
ACADEMIC YEAR _____ - _____**

Name: _____

Specify at least one development goal for the academic year for each of the three areas designated in the evaluation; goals can be continuations of ongoing projects.

LIBRARIANSHIP EXCELLENCE

Goals

*Outcome**

SERVICE TO THE COLLEGE OR THE COMMUNITY

Goals

*Outcome**

SERVICE TO THE PROFESSION AND PROFESSIONAL GROWTH

Goals

*Outcome**

**To be completed the following year*

Evaluator's signature: _____ Date: _____

Librarian's signature: _____ Date: _____