Library Faculty Annual Appraisal Program

Purpose

The Iowa State University Library’s appraisal program for Library faculty members is designed, at minimum, to assess individual performance annually for the past year, to establish performance objectives for the upcoming year, and provide guidance for upcoming promotion, tenure and/or post tenure reviews. It provides faculty with the opportunity to express in their words what they have accomplished during the past year, and to jointly develop individual annual workplans in support of unit and library objectives.

Methodology

The Library mandates an annual formal evaluation process (based on calendar year) for each faculty member. The process includes workplan development for the next calendar year, self assessment, and supervisory assessment. Regular dialogue of assessment and outcomes between supervisor and faculty member should be maintained throughout the year.

Process

Workplan

The annual workplan is outcomes based and used for setting individual goals for the upcoming calendar year. The employee is responsible for initiating the workplan with collaboration and approval from the supervisor and associate dean. The faculty member also may request additional support to assist in the achievement of goals, improving performance, and/or make progress towards meeting promotion and/or tenure criteria.

Self Evaluation

Each faculty member is responsible for writing a self evaluation which reflects outcomes of the workplan and describes selective major accomplishments.

Supervisor Evaluation

The supervisor is responsible for writing the supervisor’s evaluation. As appropriate, the supervisor is responsible for obtaining additional evaluative input to ensure the evaluation covers all aspects of the faculty member’s responsibilities. The supervisor’s evaluation assesses the faculty member’s contributions in all areas relevant to the appointment and workplan and comments on progress towards meeting the criteria related to promotion, tenure and/or post tenure review. Supervisors will consider the length of time in the position in relation to accomplishments.
Additional Comments by Faculty Member

This is an optional part of the annual evaluation process. A faculty member may choose to make additional comments in writing to the supervisor’s evaluation.

Evaluation Meeting

The evaluation meeting with the faculty member and supervisor should be used to discuss all aspects of the faculty member’s performance.

Access to Evaluations and Confidentiality

Access to each evaluation is restricted to the Dean of the Library, the associate dean, the supervisor, and the faculty member. The final signed evaluation is maintained in a confidential personnel file in the Library Dean’s Office.

Questions

Any questions regarding this process should be directed to Dean of the Library

1 This policy assumes that the supervisor is not an associate dean or the Dean of the Library. If the supervisor is an associate dean, the dean assumes the role of associate dean.

Library Faculty Council
11-13-08 Recommended

Dean of the Library
11-13-08 Approved