Library Faculty Peer Review Form

Peer review for:______________________________

Reviewer:___________________________________

**Descriptive terms**

**Outstanding:** Performs at the level of outstanding as defined in the Library Faculty Tenure Policy and Criteria document.

**Excellent:** Performs at the level of excellent as defined in the Library Faculty Tenure Policy and Criteria document.

**Effective:** Performs at the level of effective as defined in the Library Faculty Tenure Policy and Criteria document.

**Unsatisfactory:** Performs at the level of unsatisfactory as defined in the Library Faculty Tenure Policy and Criteria document.

**Not Applicable:** Criteria does not specifically apply to the position held.

Comments are required for every category except for those rated as not applicable.

**Tenure criteria for librarianship**

Librarianship refers to competence, creativity and initiative in the performance of professional responsibilities, effectiveness in applying subject knowledge and bibliographic techniques in managing library collections, skills in meeting user needs and in stimulating wider use of resources, and development of administrative skills necessary for the operation of the library, i.e., the duties and activities which constitute the librarian’s primary responsibilities. The following list is not exhaustive; candidacy need not be supported by all items listed:

1. Developing library resources through the selection and acquisition of library material.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:
2. Instructing and advising library users and colleagues, both formally and informally, in the efficient and effective use of library resources.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

3. Extending access to library resources through bibliographic control.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

4. Demonstrating effective communication skills.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

5. Using appropriate bibliographic tools to assist library users in information acquisition.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

6. Organizing bibliographic and other information files.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:
7. Developing innovative programs that facilitate the delivery of library or informational services.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

8. Improving departmental performance through creative problem solving.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

9. Pursuing continuing education or professional development in library science or other relevant fields through formal coursework, workshops, seminars, etc.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

10. Extending access to library resources or developing additional resources through the creation of web pages or by other technological means.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

11. Ensuring continuing access to library collections through implementation of preservation and conservation policies, training and treatments.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:
12. Providing efficient access to materials through document delivery, interlibrary loan or other means.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

13. Implementing or developing automated systems designed to enhance access to library resources or to improve overall or departmental performance.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

14. Understanding the operations and services of the Library units and their inter-relationships and one’s position within the Library organization.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

15. Communicating and cooperating with faculty, students and library staff in furthering the objectives and priorities of the Library and the University.

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

16. (Write-in)

outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:
17. (Write-in)
outstanding ( ) excellent ( ) effective ( ) unsatisfactory ( ) not applicable ( )

Comments:

ADDITIONAL COMMENTS (optional):

ADDITIONAL RECOMMENDATIONS FOR IMPROVEMENT (optional):

Signatures

Interviewer: ________________________________________________

Date of Interview: ____________________________________________

Committee Chair: ____________________________________________

Date Approved by Committee: _________________________________

Approved by the University Libraries Faculty (May 15, 2002)