

**Library Faculty Annual Evaluation**  
**For the time period April 1, 2017 – March 31, 2018**  
**[Date of Submission]**

Name:

Title/Academic Rank:

Department/Division:

*Units may require additional information or documentation from faculty to meet specific accreditation requirements.*

**Professional Competency**

1. List Professional Development activities and outcomes below:

Professional Development Activity	Date	Who Provided the Activity	Outcome/Benefit

2. Describe other activities or evidence that contributed to your professional competency (e.g. use of technology, etc.):

3. List any awards received for professional practice:

4. Evaluate professional competency goals for this academic year:

Professional Competency Goals for current Academic Year	Activity	Outcome

5. Proposed professional competency goal(s) for next year:

6. Self-assessment of professional competency should include: 1) strengths/weaknesses; 2) discussion of previous improvements and their effectiveness; 3) strategies/plans for improvement; and 4) other considerations if applicable:

**Scholarship**

1. List publications, presentations, grants/contracts, other, and any awards received for scholarship:  
(Use formal citation where appropriate and indicate if the article or presentation was selected through peer review.)

2. Evaluate scholarship goals for current academic year:

Scholarship Goals for current Academic Year	Activity	Outcome

3. Proposed scholarship goal(s) for next year:

4. Self-assessment of publications, presentations, grants/contracts, other:

## Service

1. List departmental, university, or professional service, and any awards received for service. Indicate the amount of activity and time the commitments required.

2. Evaluate service goals for current academic year:

Service Goals for current Academic Year	Activity	Outcome

3. Proposed service goal(s) for next year:

4. Self-assessment of departmental, university, and professional service:

### Summary table

Total number of publications	Total number of presentations	Total number of awards and recognitions	Total number of grants/contracts

## Dean's Evaluation:

Areas to be evaluated and rated are (1) professional competency, (2) research/scholarship/creative activity, (3) service, and (4) overall performance. In each area, the dean rates faculty performance, as set forth below, relative to expectations for his or her rank, based on previously established objectives for that faculty member (including goals for the previous year). Each academic department will determine specific descriptors as to what each evaluation category entails. Dean will comment on areas that need improvement, if any.

1. Narrative evaluation:

Dean Goals for Faculty for Next Academic Year	Suggested Activity	Suggested Outcome

2. If a written Professional Improvement Plan is necessary, what items and outcomes should be addressed?

Item	Weight <sup>^</sup>	Outstanding	Exceeds Expectations	Meets Expectations	Needs Improvement*	Unsatisfactory*	
60%	Prof. Comp.	0	0	0	0	0	N/A
20%	Scholarship	0	0	0	0	0	N/A
20%	Service	0	0	0	0	0	N/A
	<b>Overall</b>	0	0	0	0	0	

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*[Faculty signature represents awareness of this evaluation, not agreement.]*

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*An improvement plan is required.

^Non-tenure track faculty may use the following weights: 60 – 80% teaching; 0 – 20% scholarship; 0 – 20% service.