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| **Library Faculty Evaluation Form (LFEF)** | | | | | | | | | | |
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| **Name**: |  | | | | | **School**: | | |  | |
|  | | | | | |  | | | | |
| **Reporting Period:** | |  | to |  | |  | | | | |
|  | | | | | | | | | | |
| **Planning Period:** | |  | to |  | |  | | | | |
|  | | | | | | | | | | |
| **Date of Hire:** | |  | **Faculty Rank:** | | | | |  | |  |
|  | | | | | | | | | | |
| **Date of Last Promotion (if applicable):** | | | | |  | |  | | | |
|  | | | | | | | | | | |

This evaluation should be a six-part process.

1. **Any additional specifics and expectations within each area should be agreed through dialog between the faculty of the school and the Director of the Library.**
2. Each faculty member should complete the section “Highlights and Activities.” This section should represent your work. The boxed area for each component will expand to meet your needs.
3. The Director of the Library will then evaluate the performance of the faculty member.
4. The Director and Faculty member will then have a collaborative meeting to develop goals for the next academic year.
5. If any component area or areas are ranked as “Sometimes Falls Short of Meeting Expectations” or “Does Not Meet Expectations,” there must be explanatory comments with evidence to support this ranking from the Director.
6. Please attach to this document one example of integration of faith that worked well for you this past year (use the integration of faith template available from your Director).

**LIBRARIANSHIP**

[Each library faculty member defines this primary role.]

*Highlights and Activities:*

Faculty Member Aspirations for the Coming Year:

Director’s Recommendations for the Faculty Member (As needed):

**RESEARCH, SCHOLARSHIP AND/OR CREATIVE ACTIVITY**

[Each library faculty member defines this important secondary role.]

*Highlights and Activities:*

Faculty Member Aspirations for the Coming Year:

Director’s Recommendations for the Faculty Member (As needed):

**SERVICE**

[Each library faculty member defines this important secondary role.]

*Highlights and Activities:*

Faculty Member Aspirations for the Coming Year:

Director’s Recommendations for the Faculty Member (As needed):

**PROFESSIONALISM**

This includes communication, collegiality, support and participation in faculty activities, “professionalism as a faculty member” (meeting with classes on time, keeping office hours, and/or LOA compliance)

Comments as Needed:

Faculty Member Aspirations for the Coming Year:

Director’s Recommendations for the Faculty Member (As needed):

**Supplemental Information: Please use the space below to list any other items that you find relevant, e.g., professional development plans, administrative responsibilities, NEH Fellowship, Fulbright Scholarship, or any other item not previously reported.**

Please List Other Relevant Items:

**Summary Sheet**:

|  |  |  |
| --- | --- | --- |
| Librarianship: Teaching includes properly organizing the teaching process and classroom environment, maintaining academic standards and encouraging academic excellence, integration of faith (one example to be attached), making efforts to improve teaching effectiveness, and committing oneself to ongoing professional development. | 1 – 2 – 3 - 4 - 5 | Director’s Comments: |
| Research, Scholarship, and Creative Activity: Each school will develop its own rubric for measuring research, scholarship and other creative activity. | 1 – 2 – 3 - 4 - 5 | Director’s Comments: |
| Service: Service includes activities outside of the classroom such as those which contribute to the enhancement of professional organizations, to the life of the community, to the governance and wellbeing of Palm Beach Atlantic University, to the development of students through academic and personal advising, and in building up the Body of Christ. | 1 – 2 – 3 - 4 - 5 | Director’s Comments: |
| Professionalism: This includes communication, collegiality, support and participation in faculty activities, “professionalism as a faculty member” (meeting with classes on time, keeping office hours, etc.) | 1 – 2 – 3 - 4 - 5 | Director’s Comments: |
| Overall: | 1 – 2 – 3 - 4 - 5 | Director’s Comments: |

*To the Faculty Member:*

The signature below acknowledges that you have had the opportunity to discuss this evaluation with your Director; it does not necessarily signify agreement with the evaluation or portions of it. Submission of the completed evaluation by the faulty member to the Director should be done electronically. Written feedback from the Director should be done electronically. Written response to the Director’s feedback by the faculty member should be included below.

Faculty Member’s Response:

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Signature of the Faculty Member Submission Date

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Signature of the Director Date of Feedback Sent to the Faculty Member

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Signature of the Faculty Member Date of Faculty Member Response

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Signature of the Provost Date of Provost Review