

**University of Central Florida Libraries**  
**In-Unit Faculty**  
**Annual Evaluation Standards and Procedures**  
**4/19/2017**

*Approved – Faculty Excellence – April 2017*  
*Available for first use academic year 2017-18*

Approved by faculty vote on March 15, 2017 for use during the May 8, 2017 – May 7, 2018 evaluation cycle.  
Approved by the Office of Faculty Excellence April 2017.

## **I. INTRODUCTION**

The following standards and procedures have been updated to comply with Article 10 (ratified December 18, 2015) of the 2015-2018 BOT-UFF Collective Bargaining Agreement:  
<http://www.collectivebargaining.ucf.edu/completecba.asp>

## **II. CRITERIA**

Librarians are evaluated on the following three criteria:

1. 90% - Performance of Professional Responsibilities – Librarianship
2. 5% - Scholarship and Professional Development
3. 5% - Service to the Library, the University, the State, and the Profession

## **III. PERFORMANCE STANDARDS**

### **PROFESSIONAL RESPONSIBILITIES – 90%**

The standards are based on responsibilities outlined in each librarian's unique Annual Assignment/Position Description (AA/PD).

**Areas of responsibility may include but are not limited to:**

- Acquisitions
- Cataloging and metadata
- Collection development
- Department head
- Digital initiatives
- Electronic resources
- Instruction
- Interlibrary loan
- Outreach
- Reference
- Scholarly communication
- Special collections
- Web and technology

### **Performance Factors**

The performance factors below describe how the responsibilities are executed.

**Job Knowledge** is assessed based on the librarian's demonstrated:

- execution, implementation, competence
- quantity and quality of work produced

- accuracy of work produced
- judgment in performing professional responsibilities

**Engagement** is assessed based on the librarian's demonstrated:

- creativity, innovation, or initiative
- adaptability and flexibility
- problem solving and decision making
- resource and time allocation, dependability

**Interpersonal Skills** are assessed based on the librarian's demonstrated:

- communication skills
- modelling of collegial relationships, facilitation of change in a positive manner
- openness, ability to consider and value alternate opinions
- diversity and inclusivity

## **SCHOLARSHIP & PROFESSIONAL DEVELOPMENT – 5%**

**Outstanding:** Demonstrates accomplishments in two or more examples as appropriate to rank.

**Above Satisfactory:** Demonstrates accomplishments in one of the examples as appropriate to rank.

**Satisfactory:** Demonstrates tangible progress toward accomplishment, along with a timeline for completion, of any of the examples as appropriate to rank.

**Conditional:** Demonstrates no progress on any of the examples.

**Unsatisfactory:** Refuses to engage on any of the examples.

### **As appropriate to rank**

Expectations increase with progression in rank. As candidates achieve higher ranks their professional activities should take place in increasingly broader venues. Progression of venues is from institutional, local, state, regional, national, and international. The level of activities should evolve from learning to participating to contributing to leading.

Examples in approximate descending order by rank in each category.

### **Scholarship**

#### **Publications**

- Articles in refereed journals
- Book or chapter in book
- Editor of column, contributing editor
- Papers published in conference proceedings
- Published bibliographies
- Article in non-refereed journal
- Exhibit catalog depending on length and professional relevance of content
- Book reviews depending on length and professional relevance of content

#### **Presentations**

- Keynote or invited speaker
- Conference presentations, papers, and workshops for professional audiences

- Presenting online workshops, pre-conference workshops (specialized training in specific areas)
- Panelist
- Poster sessions: National, Regional, State
- Campus and other presentations external to library such as events outside of normal scope of responsibilities or external event hosted on campus

### **Grants**

- Principal investigator or project manager for funded grant
- Team member for funded grant
- Submission proposal for outside funding
- Contribution to proposal development
- In-house grant submission

### **Awards**

- Fellowship
- Professional organization or honorary awards
- Excellence in Librarianship
- Honorary awards: ALA, FLA professional associations, ITR, UCF Faculty Fellow

### **Consulting**

- Solicited services provided as consultant

### **Professional Development**

- Academic coursework and degrees
- Professional Development Leave
- Certificate, license achieved
- Workshops, training, MOOCs, and conferences (external)
- FCTL, UCF HR, CE (internal)

### **SERVICE – 5%**

**Outstanding:** Demonstrates accomplishments in two or more examples as appropriate to rank.

**Above Satisfactory:** Demonstrates accomplishments in one of the examples as appropriate to rank.

**Satisfactory:** Demonstrates tangible progress toward accomplishment, along with a timeline for completion, of any of the examples as appropriate to rank.

**Conditional:** Demonstrates no progress on any of the examples.

**Unsatisfactory:** Refuses to engage on any of the examples.

### **As appropriate to rank**

Expectations increase with progression in rank. As candidates achieve higher ranks their professional activities should take place in increasingly broader venues. Progression of venues is from institutional, local, state, regional, national, and international. The level of activities should evolve from learning to participating to contributing to leading.

Examples in approximate descending order by rank in each category.

### **Publications as Service**

- Editorial board, manuscript review

- Editor of column, contributing editor
- News items
- Letters to editor depending on length and professional relevance of content
- Conference reports depending on length and professional relevance of content

### **Presentations as Service**

- Arranging, planning, moderating, or organizing workshops, institutes, seminars, conference programs, or other professional meetings or continuing education projects
- Presentations on behalf of the university
- Presentations to the community (Speakers Bureau)

### **Instruction**

- Teach a credit bearing UCF course without compensation
- Lecturer in classes or events beyond normal job expectations
- Presenting internal training when not part of current job assignment
- Serves as site supervisor for internship

### **Professional Organizations, Institution, Library**

- Elected position: national, regional, state, local
- Leadership role
- Serves as external peer or outside reviewer for promotion
- Campus & library elected or appointed committees and working groups
- Active participation in community groups relevant to education, culture, or other public interest activities
- Participate in campus activities such as FCTL, CSWF, student and faculty orientations, faculty advisor to book club, chaperone alternative spring break

### **Consulting**

- Solicited services provided as consultant
- Serves as expert nationally
- Serves as expert locally or in Florida

### **Mentoring**

- Serves as faculty advisor for student group
- Serves as site supervisor for internship
- Mentoring through an organization e.g. ALA, ACRL, FLA, SELA, SLLI, UCF, or any LIS students

## **IV. PROCEDURES**

### **Annual Evaluations**

All librarians will have annual evaluations based on the following:

- Annual Assignment/Position Description (AA/PD) and Annual Accomplishments Report (AAR)
- Supervisor's personal observation of performance throughout the year

- Statistical reports such as funds expended, instruction presented, or other metrics
- Solicited and unsolicited student, faculty, and colleague input

The Libraries' policy, procedures, evaluation timeline, and forms are described online at: <Y:\Committees&Workgroups\PCC\Faculty Evals\AESP2017>

In addition, the evaluators in each area should provide written comments regarding the librarian's performance. The written comments should help explain or justify the rating, provide context, and/or provide useful feedback for future performance.

Performance of Professional Responsibilities may be further subdivided and rated separately either by the primary supervisor or other evaluators. For example, a reference librarian might be separately rated in categories such as Reference, Library Instruction, and Collection Development. These individual ratings will be weighted and figured into the overall rating according to the percentage of time allotted to each activity in the librarian's AA/PD, as described in the Performance Ratings section.

## **Performance Ratings**

For each area of responsibility on the AA/PD, the librarian should be given one of the following numerical ratings for each of the three performance factors.

### Rating Legend

- 4 = Outstanding
- 3 = Above Satisfactory
- 2 = Satisfactory
- 1 = Conditional
- 0 = Unsatisfactory

### Rating Definitions

#### Outstanding

- Excellent, exemplary, exceptional
- Consistently exceeds expectations

#### Above Satisfactory

- Highly competent
- Often exceeds expectations

#### Satisfactory

- Effective, competent
- Meets expectations

#### Conditional\*

- Ineffective, unreliable
- Regularly meets expectations in some aspects, but does not regularly meet expectations in other areas
- Shows some willingness to improve and resolve deficiencies

\*A conditional rating is accompanied by a written performance improvement plan with expectation that satisfactory performance is achieved within six months.

#### Unsatisfactory\*

- Unacceptable, negligent, unwilling
- Fails to meet all or most significant expectations
- Unwilling or unable to improve

\*An unsatisfactory rating is accompanied by a written performance improvement plan with the expectation that if at least conditional performance is not achieved within six months, a terminal contract may be issued.

### **Overall Performance Rating**

The overall rating is based on the sum of ratings in the three criteria (Professional Responsibilities, Scholarship, Service) above, weighted according to the librarian's percentages in the AA/PD and using the following scale.

#### Rating Scale

3.5 – 4.00 = O (Outstanding)

2.5 – 3.49 = AS (Above Satisfactory)

1.5 – 2.49 = S (Satisfactory)

0.5 – 1.49 = C (Conditional)

0.0 – 0.49 = U (Unsatisfactory)

Because scholarship (5% of assignment) and service (5% of assignment) are expected activities for all librarians, an overall rating of "Outstanding" can be achieved only if a librarian is rated "Satisfactory" or above in scholarship and service, regardless of the numerically weighted rating.

The Performance of Professional Responsibilities is weighted by percentage indicated on the AA/PD, as shown in the example evaluation form at the end of this document.

### **Conditional and Unsatisfactory Ratings**

Overall ratings below "Satisfactory" are assigned in consultation with the appropriate Associate Director or Director. An improvement plan with specific recommendations on how the faculty member could achieve a "Satisfactory" or above rating will be implemented at any time during the evaluation year if performance becomes conditional or unsatisfactory. Repeated conditional ratings may result in a terminal contract. An unsatisfactory rating is accompanied by a written performance improvement plan with the expectation that if at least conditional performance is not achieved within six months, a terminal contract will be requested.

### **Assigned Duties**

For purposes of the annual evaluation the assigned duties will be described on the Annual Assignment/Position Description and will include librarianship, scholarship and professional

development, and service. Individual position descriptions are negotiated between the librarians and supervisors with input from Associate Directors. The position descriptions should include detail about job duties or responsibilities, specific goals, and not exceed two pages. Goals are agreed upon on the AA/PD and reported on in the Annual Accomplishments Report under the appropriate percent of assigned duties. Scholarship and professional development and service are expected activities for all librarians and are not only the realm of librarians seeking promotion. All librarians are eligible for the highest rating on the annual evaluation as long as they achieve ratings in scholarship and professional development and service (5% each on AA/PD) of “Satisfactory” or above.

### **Annual Evaluations and Promotion**

“Promotion decisions are not merely a totaling of an employee’s annual performance evaluations” (UCF BOT/UFF Collective Bargaining Agreement, 14.1), therefore faculty should not assume that positive ratings in the annual evaluations process will automatically lead to a positive recommendation for promotion. The cumulative evaluation toward promotion (CPE) process and the promotion process are separate from the annual evaluation process and follow separate guidelines. Faculty members should reference the Libraries’ Promotion Coordinating Committee manual and the University’s Promotion and Tenure Guidelines for further clarification.

### **Annual Accomplishments Report**

The Annual Accomplishments Report (AAR) serves not only as a reminder of work completed for the immediate supervisor but also as an aid to the Director and other evaluators in their ability to assess performance of professional responsibilities. The Annual Accomplishments Report should briefly put activities in context and explain their importance to the Libraries. The librarian’s accomplishments should not be merely a report of typical duties as outlined in the Annual Assignment/Position Description but should highlight the librarian’s strengths, major goals accomplished, or innovative methods used to execute the assigned duties. There is not one single uniform format for the AAR, however it should parallel the AA/PD.

### **Professional Development Leave (PDL)**

Evaluations of performance of professional responsibilities for librarians on professional development leave will be included in the annual evaluation; however, PDL activities will be evaluated when the PDL is complete. If the leave is not completed during the evaluation period, the annual evaluation will be based on performance of job duties for the period excluding the PDL. Upon return from leave, the evaluation will also be based on the quality and impact of the activities and goals given in the PDL application and the actual accomplishments described in the written PDL report <http://facultyexcellence.ucf.edu/leaves/professional-development-leaves-for-in-unit-faculty-pdl/>

*University of Central Florida Libraries*  
**In-Unit Faculty Evaluation Form**  
**Appraisal period: May 8, 2018 – May 7, 2019**

Name: Ima Knight

Rank: Assistant Librarian

For each assigned area, the librarian should be given a numerical rating for each performance factor. The average for each area is then multiplied by the percentage assigned on the AA/PD, resulting in the weighted rating. Finally, the weighted ratings are summed, resulting in the overall total.

Assigned Areas on the AA/PD	Performance Factor Ratings	Average	x	% Assigned	=	Weighted Rating
<b>Reference</b>						
Job Knowledge	4					
Engagement	3					
Interpersonal Skills	3					
Sum	11 / 3 =	3.67	X	.30	=	1.10
<b>Instruction</b>						
Job Knowledge	3					
Engagement	3					
Interpersonal Skills	3					
Sum	9 / 3 =	3.00	X	.40	=	1.20
<b>Outreach</b>						
Job Knowledge	3					
Engagement	2					
Interpersonal Skills	3					
Sum	8 / 3 =	2.67	X	.20	=	0.53
<b>Scholarship</b>	3	3.00	X	.05	=	0.15
<b>Service</b>	4	4.00	X	.05	=	0.20
<b>Total</b>						3.18 Above Satisfactory

**Comments:**

Reference  
 Comments here

Instruction  
 Comments here

Outreach  
 Comments here



Scholarship  
Comments here

Service  
Comments here

**Overall Performance Evaluation**

_____ Outstanding:	3.5 – 4.00
_____ <u>AS</u> Above Satisfactory:	2.5 – 3.49
_____ Satisfactory:	1.5 – 2.49
_____ Conditional:	0.5 – 1.49
_____ Unsatisfactory:	0.0 – 0.49

**Employee Comments:**

I certify this performance review has been discussed with me.

\_\_\_\_\_  
**Librarian's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Assistant/Associate Director's Signature**

\_\_\_\_\_  
**Date**