

University of Central Florida Libraries
In-Unit Faculty
Annual Evaluation Standards and Procedures (AESP)
January 19, 2023

Approved – Faculty Excellence – **Date TBD.**
Available for first use academic year 2023-24.

Approved by faculty vote on February 23, 2023, for first use during the
May 8, 2023 – May 7, 2024, evaluation cycle.

I. INTRODUCTION

The following standards and procedures are intended to comply with all articles of the most current Collective Bargaining Agreement:

<http://www.collectivebargaining.ucf.edu/completecba.asp>

II. CRITERIA

Librarians are evaluated on the following three criteria:

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

Percentages for each area are negotiated between the librarian and supervisor. The percentages may vary from individual to individual, within this framework:

- Performance of Professional Responsibilities is typically set at one of the following: 80%, 85%, or 90%
 - The work may be further subdivided, for example a librarian with an 85% assignment in professional responsibilities might have percentages such as: 30% reference, 25% outreach, 15% web development, and 15% collection development
- Scholarship is typically set at one of the following: 5% or 10%
- Service is typically set at one of the following: 5% or 10%

III. PERFORMANCE STANDARDS

PROFESSIONAL RESPONSIBILITIES

The professional responsibilities of a faculty librarian include a wide range of duties that support the teaching, research, and service missions of the university. The Association of College & Research Libraries (ACRL) provides a useful summary of the work of academic librarians:

The academic librarian makes unique contributions to the academic community and to higher education itself. Faculty librarian institutional contributions have continued to evolve, with

job descriptions which include teaching and communication skills, flexibility, and the ability to work collaboratively and independently with other strategic decision-makers within the institution. Faculty librarians are integrated classroom faculty partners, teaching information literacy concepts. Current job descriptions may call for general and specialized programming, instructional design, coding and technological skills, fluencies with multiple languages, research and outreach support, assessment, database and web design/management, metadata and bibliographic control, social media, digital scholarship, working with multi- and streaming media and makerspace resources, scholarly communication, data curation and management, archival and special collections management, assessment, equity, diversity and inclusion, and library advocacy tasks in addition to more traditional contributions. These traditional contributions include developing collections, facilitating access to OER, library resources and materials, and creating new strategies, methodologies, and tools for the academic community. Faculty librarians may serve as research or teaching partners and facilitate scholarship as conversation and inquiry into new areas of knowledge.

~ From “ACRL Standards for Faculty Status for Academic Librarians” (2021)

Each librarian shall meet with the supervisor prior to or at the beginning of the evaluation period to discuss the librarian’s professional responsibilities and expectations for the period. The standards for professional responsibilities are therefore based on the specific responsibilities outlined in each librarian’s unique Annual Assignment (AA).

Areas of responsibility on librarian AAs 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 following three performance factors describe how the responsibilities agreed upon in the AA are carried out:

Execution is assessed based on the librarian’s demonstrated:

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

For each area of responsibility on the AA, the librarian will be given one of the following whole number ratings for each of the three performance factors.

4 = Outstanding

- Used for performance that is excellent, exemplary, or exceptional:
 - Consistently exceeds expectations
 - Consistently anticipates and responds to needs
 - Consistently manages time effectively, and meets or exceeds deadlines
 - Consistently communicates clearly and respectfully

3 = Above Satisfactory

- Used for performance that is highly competent:
 - Often exceeds expectations
 - Often anticipates and responds to needs
 - Often manages time effectively, and meets or exceeds deadlines
 - Often communicates clearly and respectfully

2 = Satisfactory

- Used for performance that is effective, competent:
 - Regularly or usually meets expectations
 - Usually or occasionally anticipates and responds to needs
 - Usually manages time effectively, and meets or exceeds deadlines
 - Usually communicates clearly and respectfully

1 = Conditional

- Used for performance that is ineffective or unreliable:
 - Meets expectations in some aspects, but does not regularly meet expectations in other areas
 - Occasionally or often fails to anticipate and respond to needs
 - Occasionally fails to manage time effectively, and may fail to meet or exceed some deadlines
 - Occasionally or often fails to communicate clearly and respectfully

0 = Unsatisfactory

- Used for performance that is unacceptable, negligent, or unwilling:
 - Repeatedly fails to meet all or most expectations
 - Often or repeatedly fails to anticipate and respond to needs
 - Often or repeatedly fails to manage time effectively, and often or repeatedly fails to meet or exceed deadlines
 - Often or repeatedly fails to communicate clearly and respectfully

SCHOLARSHIP

Scholarship includes contributions to the discovery of new knowledge in librarianship or related fields, as well as other forms of creative activity in higher education. See illustrative examples below.

4 = Outstanding is assigned when:

A librarian with a 10% allocation: Demonstrates accomplishments in three (3) or more examples

A librarian with a 5% allocation: Demonstrates accomplishments in two (2) or more examples

3 = Above Satisfactory is assigned when:

A librarian with a 10% allocation: Demonstrates accomplishments in two (2) examples

A librarian with a 5% allocation: Demonstrates accomplishments in one (1) example

2 = Satisfactory is assigned when:

A librarian with a 10% allocation: Demonstrates accomplishments in one (1) example

A librarian with a 5% allocation: Demonstrates tangible progress toward accomplishment, along with a timeline for completion, of any of the examples

1 = Conditional is assigned when:

A librarian with a 10% allocation: Demonstrates tangible progress toward accomplishment, along with a timeline for completion, of any of the examples

A librarian with a 5% allocation: Fails to demonstrate measurable progress in any of the examples

0 = Unsatisfactory is assigned when:

A librarian with a 10% allocation: Fails to demonstrate measurable progress in any of the examples for two or more consecutive evaluations

A librarian with a 5% allocation: Fails to demonstrate measurable progress in any of the examples for two or more consecutive evaluations

Scholarship Examples:

Examples of appropriate scholarship shall include but not be limited to:

Publications or Published Works

- Articles in refereed journals
- Books
- Book chapters
- Creative works including published novels, plays, compositions
- Papers published in conference proceedings
- Published bibliographies
- Articles in non-refereed journals depending on length and professional relevance of content
- Exhibit catalogs depending on length and professional relevance of content
- Book reviews depending on length and professional relevance of content

- Digital scholarship depending on length and professional relevance of content, including online annotated bibliographies, digital exhibits, data mining, geospatial analyses, and digital history projects

Presentations

- Keynote speaker
- Invited speaker
- Conference presentations, papers, and workshops for professional audiences
- Presenting online workshops
- Presenting as part of panel sessions
- Poster sessions
- Campus and other presentations external to library such as events outside of normal assigned duties

Grants

- Principal investigator or co-principal investigator
- Project manager for funded grant
- Team member for funded grant
- Submission proposal for outside funding
- Contribution to proposal development

SERVICE

Service extends professional or discipline-related contributions to the library, University, and local, state, national, and international communities. See illustrative examples below.

4 = Outstanding is assigned when:

A librarian with a 10% allocation: Demonstrates activities in three (3) or more examples

A librarian with a 5% allocation: Demonstrates activities in two (2) or more examples

3 = Above Satisfactory is assigned when:

A librarian with a 10% allocation: Demonstrates activities in two (2) examples

A librarian with a 5% allocation: Demonstrates activities in one (1) example

2 = Satisfactory is assigned when:

A librarian with a 10% allocation: Demonstrates activities in one (1) example

A librarian with a 5% allocation: Demonstrates tangible progress toward accomplishment, along with a timeline for completion, of any of the examples

1 = Conditional is assigned when:

A librarian with a 10% allocation: Demonstrates tangible progress toward accomplishment, along with a timeline for completion, of any of the examples

A librarian with a 5% allocation: Fails to demonstrate measurable progress in any of the examples

0 = Unsatisfactory is assigned when:

A librarian with a 10% allocation: Fails to demonstrate measurable progress in any of the examples for two or more consecutive evaluations

A librarian with a 5% allocation: Fails to demonstrate measurable progress in any of the examples for two or more consecutive evaluations

Service Examples:

Examples of appropriate service shall include but not be limited to:

Publications as Service

- Serving as an editorial board member or column editor
- Serving as a manuscript reviewer
- Conference reports

Presentations as Service

- Arranging, planning, 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

Professional Organizations, Institution, Library

- Leadership role in a professional organization
- Elected position in a professional organization
- Serving as external peer or outside reviewer for promotion
- Serving on campus & library elected or appointed committees and working groups
- Active participation in community groups relevant to education, culture, or other public interest activities
- Active participation in campus activities such as Faculty Center for Teaching & Learning (FCTL), student and faculty orientations, or faculty advisor to book club

Consulting*

- Providing solicited services as consultant
- Serving as expert nationally
- Serving as expert locally or in Florida

* when performed in accordance with UCF's Conflict of Interest or Commitment policy.

Mentoring

- Serving as faculty advisor for student group
- Serving as site supervisor for internship
- Mentoring through an organization e.g., American Library Association (ALA), Association for College & Research Libraries (ACRL), Florida Library Association (FLA), Southeast Library Association (SELA), Sunshine State Library Leadership Institute (SSLLI), etc.

IV. PROCEDURES

Annual Evaluations

All librarians will have annual evaluations based on the following:

- Annual Assignment (AA) and Annual Report (AR)
- Supervisor's personal observation of performance throughout the year
- Statistical reports such as collection funds expended, library instruction presented, or other metrics
- Solicited and unsolicited student, faculty, and colleague input

The Libraries' procedures and forms can be accessed by all library faculty in the Evaluation folder in the Faculty Affairs files on Microsoft Teams.

In addition, the evaluator 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, in addition to a primary evaluation from the direct supervisor, a reference librarian with an assignment in Collection Development may receive a supplemental evaluation for collections-related work from the Head of Acquisitions and Collection Services. 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.

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 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 and service 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, as shown in the example evaluation form at the end of this document.

Conditional and Unsatisfactory Ratings

Overall ratings below “Satisfactory” will necessitate the development of a performance improvement plan in accordance with the Collective Bargaining Agreement.

Assigned Duties

For purposes of the annual evaluation, the assigned duties will be described on the Annual Assignment (AA) and will include librarianship, scholarship, and service. Individual AA’s are negotiated between the librarian and supervisor(s). The assignments should include detail about job duties or responsibilities, specific goals, and should not exceed two pages. Goals are agreed upon on the AA and reported in the Annual Report (AR) under the appropriate percent of assigned duties. Scholarship 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 service of “Satisfactory” or above.

Annual Evaluations and Promotion

Faculty should not assume that positive ratings in the annual evaluations process will automatically lead to a positive recommendation for promotion. The promotion process is separate from the annual evaluation process and follows separate guidelines.

Annual Report

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

Professional Development Leave (PDL)

Evaluations of performance of professional responsibilities for librarians on professional development leave will follow the current CBA.

SAMPLE FORM

University of Central Florida Libraries
In-Unit Faculty Evaluation Form
Appraisal period: May 8, 2023 – May 7, 2024

Name: Ima Knight

Rank: Assistant Librarian

For each assigned area, the librarian should be given a whole number rating (0, 1, 2, 3, or 4) for each performance factor. The average for each area is then multiplied by the percentage assigned on the AA, resulting in the weighted rating. Finally, the weighted ratings are summed, resulting in the overall total.

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

Associate Dean's or Dean's Signature

Date