(1701-2022) Library Supervisor Evaluation of Faculty

 **NOTE**: **You will be signed out of Faculty180 after 60 minutes of inactivity for security reasons. Please save your work accordingly.** It is recommended to prepare your evaluation narratives in a [Word document version of the form](https://www.boisestate.edu/academics-deptchairs/faculty180/faculty-resources/annual-evaluation-forms/) before entering it into this evaluation form. If you will be away from your desk for an extended time, place a character/number in any/all required fields and **save** your work so as not to lose it.

**ALSO NOTE:** **Do not** hit the 'Evaluate' button while you have an evaluation form opened, even if it's minimized. This will reload the form, and you will lose any unsaved progress.

**Instructions**

Faculty Evaluation is an integral part of the overall academic process in Albertsons Library. This process is a means towards the creation of a complete and accurate documented record, which is used in making recommendations and reaching decisions on contract renewal, tenure, promotion in rank, and salary increments.

Equally important is the use of Faculty Evaluation as a vehicle through which strengths are reinforced, achievements recognized, weaknesses identified and addressed, and constructive criticism offered with the objective of improving a faculty member's performance. Faculty Evaluation applies to all full-time and part-time faculty members

Albertsons Library faculty believe that it is desirable for a faculty member to work in ways that are professionally creative for the individual and useful to the current needs of the Library and University, and that the nature of the activities in which faculty members are involved will vary from year to year and from individual to individual. Therefore, the Library evaluation process recognizes the importance of this diversity of activities.

Specific criteria used to conduct faculty librarian annual evaluations are outlined in the [Faculty Librarian Evaluation Framework](https://docs.google.com/document/d/1Zs0ohZftMBKRmV1VkUzNv43FMpiU3d_bsNlam3T96UY/edit?usp=sharing)**.**

AEvaluation Period

|  |  |
| --- | --- |
| **Past Calendar Year\*** |                                                                                                                                                  |

BOverall Rating

|  |  |
| --- | --- |
| **Overall Rating\*** |              |
| **Overall Summary\*** |  11pt 5 WORDS |

CLibrarianship

|  |  |
| --- | --- |
| **Librarianship Rating\*** |              |
| **Job Performance Narrative\*** |  11pt 6 WORDS |

DScholarship

|  |  |
| --- | --- |
| **Scholarship Rating\*** |              |
| **Scholarship Narrative\*** |  11pt 4 WORDS |

EService

|  |  |
| --- | --- |
| **Service Rating\*** |              |
| **Service Narrative\*** |  11pt 4 WORDS |

FAnnual Goals

|  |  |
| --- | --- |
| **Annual Goals Narrative\*** |  11pt 4 WORDS |

GSupervisor E-Signature

Please enter the date when you complete this form. You may make further changes until you SUBMIT this from the Evaluation Menu.

|  |  |
| --- | --- |
| **Full Name\*** |  |
| **Date Completed\*** |  |