(1702-2020) Library Job Description

This form is to be used to complete the Job Description per Library policy

**New as of CY 2020:**Past calendar year's global workloads (by term) and current spring workload are now entered in the new Workload section under "Activities". Only the past CY workload figures entered there will appear in the CV.

**Reminder:**The faculty member is to complete a self-evaluation off-line and provide it to her/his supervisor.

**Technical notes**:

* **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.
* **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.

AEvaluation Period

|  |  |
| --- | --- |
| **Date Job Description Goes Into Effect\*** |  |

BPast Calendar Year's Workload Confirmation

In the field below, check the box to confirm that the past calendar year's workload percentages in the \*Workload\* section of the faculty member's account are reviewed, accurate and approved.

|  |  |
| --- | --- |
| **Supervisor Past Calendar Year Workload Approved?\*** | Pending  Yes |

CBasic Information

|  |  |
| --- | --- |
| **Job Title\*** |  |
| **Hire Date\*** |  |
| **PCN\*** |  |
| **Name of Supervisor\*** |  |
| **Title of Supervisor\*** |  |

DLibrarianship

In the field "Teaching within Librarianship (%)" below, please provide the percentage of your Librarianship that constitutes Teaching for the University. Per University policy, a 3-credit course equals 10% of a faculty member's workload for a given year. Reminder: Past calendar year's \*semester\*, global workloads and current spring workload is now entered by the faculty member in the new Workload section under "Activities". Only the past CY's semester workload figures will appear in the CV.

|  |  |
| --- | --- |
| **Librarianship (%)\*** |  |
| **Teaching within Librarianship (%)\*** |  |
| **Librarianship Description\*** | 11pt    4 words |

EScholarship/Creative Works/Professional Contributions

Scholarly, creative, or research activities are the pursuit of knowledge through critical investigation and experimentation as well as the analysis, synthesis, and application of existing knowledge. It is also the dissemination of research or outcomes of projects or studies undertaken, or the analysis or synthesis of knowledge from disparate sources. In the university setting, knowledge acquired and created through these activities are manifest through written and oral communication with peers as well as in an enhanced ability to impart knowledge through librarianship. In the broadest sense of the term, scholarly activity reflects the faculty member’s intellectual contribution.

|  |  |
| --- | --- |
| **Scholarship/Creative Works/Professional Contributions (%)\*** |  |
| **Scholarship/Creative Works Description\*** | 11pt    6 words |

FService

Service focuses on activities that benefit the University and its local and regional environment. 1. University service is service to Boise State University and University Libraries. 2. Community or public service involves professional and/or volunteer service (including consulting) to local, regional, or national organizations either public or private.

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| --- | --- |
| **Service (%)\*** |  |
| **Service Description\*** | 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\*** |  |