

Originally Issued: August 25, 2016

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Reviewed: February 10, 2025

**2024-2026**

**LIBRARY FACULTY PROMOTION**

**REVIEWER’S SUMMARY EVALUATION FORM**

Score the criteria below to indicate the strength of the narrative and the artifacts for each section listed below.

**Summary Evaluation of Achievement:** Committee chair to provide a summary statement based on committee deliberations and secret ballot vote that addresses the principal accomplishment in the areas and evaluates strengths and weaknesses, commenting as appropriate on: teaching effectiveness, student advising and involvement, research and scholarly activities, university service, and professional and community service, indicating whether the portfolio contained adequate documentation regarding each area.

**I. PROFESSIONAL EFFECTIVENESS 40%**

| **Criteria** | **Supporting Documents** | **# of Points**  Exceptional 10-8  Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| **A. Reviewer’s Comments on Professional Effectiveness:**  Click here to enter text. |  |  |
| **1. (10 points) Evidence of proficiency in areas of responsibility (reference, cataloging, circulation, acquisitions, collection development, supervisory experience, etc.)**  Click here to enter text. | YES NO | Click here to enter text. |
| **2. (10 points) Evidence of innovations and leadership in improving the organization and evidence of continuing professional development**  Click here to enter text. | YES  NO | Click here to enter text. |
| **3. (10 points) Evidence of proficiency in technology appropriate to the position** Click here to enter text. | YES  NO | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| **4. (10 points) Academic Preparation**  Earned Doctorate in Library Science, Information Science, instructional technology or related field Second advanced/  graduate degree as a subject area specialist Master’s Degree in Library Science or related field (MLS, MSLS, MLIS, etc.) from ALA-accredited program.  Approval given by Accrediting Body Approval provided by Letter of Appointment  Click here to enter text. | YES  NO | Click here to enter text. |
| **TOTAL (40 points)** |  | Click here to enter text. |

**II. TEACHING EFFECTIVENESS 20%**

| **Criteria** | **Supporting Documents** | **# of Points**  Exceptional 10-8  Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Teaching Effectiveness Click here to enter text. |  |  |
| **(10 points)**  **1. Courses/Students Taught** – preparations per semester/year (Please distinguish between courses “anchored” and courses taught); incorporation of instructional technology; description of DL and traditional course delivery  **Instructional Type –** credit-bearing course; stand-alone workshop; one-shot session; embedded librarian responsibility; online learning object; online tutorials; seminar  **Instructional Assessment** – consistently strong evaluations of teaching; pre-and post-test results; compilations of information  literacy data; evidence of sustained student engagement; evidence of timely feedback to students; formal and informal peer review of teaching  Click here to enter text. | YES  NO | Click here to enter text. |
| **(10 points)**  **2. Instructional Advancement** – a willingness to self-evaluate and participate in procedures for the purposes of updating and improving content and methodology; evidence of increased teaching responsibility; evidence of enhanced instructional performance; leadership in creating, developing, or assessing teaching initiatives; evidence of continuing education in pedagogy and information literacy instruction **Instructional Recognition:** recipient of teaching awards/ honors;  acknowledgement of teaching excellence; rating of excellent (or equivalent) in performance review of teaching activities  Click here to enter text. | YES NO | Click here to enter text. |
| **TOTAL (20 points)** |  | Click here to enter text. |

**III. SCHOLARSHIP AND RESEARCH 20%**

| **Criteria (Keep in mind the stature of scholarly products)** | **Supporting Documents** | **# of Points**  Exceptional 10-8  Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Scholarship and Research Activities: Click here to enter text. |  |  |
| **(10 points) PUBLICATIONS/CREATIVE WORKS**  **Including but not limited to Newsletters, Publications in Professional Journals (list refereed separate from non-refereed journals), Book Publications (indicate whether self-published), Grants applied/secured**  **1. Scholarship of Discovery** – original research that contributes to the stock of human knowledge and to the intellectual climate of the university (i.e., conducting citation studies; analyzing how people seek and use information; designing methods for precise and efficient information retrieval; establishing methods of evaluating the effectiveness of library services and processes; preparing analytical bibliographies)  **Scholarship of Integration – m**aking connections across the disciplines, placing specialties in larger context, and illuminating  data in a revealing way. (i.e., drawing upon learning theory in order to design effective instruction; employing communication  theory to improve the reference interview; applying the findings of ergonomic studies to the design of space for library users; protecting library collections from environmental and usage-imposed dangers by means of preservation techniques)  Click here to enter text. | YES  NO | Click here to enter text. |
| **(10 points) CONFERENCES,LECTURES & WORKSHOPS**  **Included but not limited to local and state conferences, poster sessions, panels, presentations**  **2. Scholarship of Application –** applying knowledge to solve problems of individuals, institutions, or society. (Example: improving and refining processes and programs to meet the research and learning needs of the academic community).  **Scholarship of Teaching**  - scholarship that informs the teaching process. It may update the knowledge base or improve pedagogical practice. (i.e., developing, testing, and improving pedagogical techniques for meeting library instruction objectives)  Click here to enter text. | YES NO | Click here to enter text. |
| **TOTAL (20 points)** |  | Click here to enter text. |

**IV. UNIVERSITY SERVICE 10%**

| **Criteria** | **Supporting Documents** | **# of Points**  Exceptional 10-8  Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on University Service:  Click here to enter text. |  |  |
| **(5 points)**  **1. Continuous and active involvement and leadership on University Committees including participation in accreditation**  **Activities**  Click here to enter text. | YES NO | Click here to enter text. |
| **(5 points)**  **2. Volunteering with student organizations and Fiddlers Convention activities and participating in recruiting events.**  Click here to enter text. | YES NO | Click here to enter text. |
| **TOTAL (10 points)** |  | Click here to enter text. |

**V. PROFESSIONAL AND COMMUNITY SERVICE 10%**

| **Criteria** | **Supporting Documents** | **# of Points**  Exceptional 10-8  Average 7-4  Below Average 3-1 |
| --- | --- | --- |
| A. Reviewer’s Comments on Professional and Community Service:  Click here to enter text. |  |  |
| **(5 points)**  **1. Presenting lectures and workshops for educational institutions and community groups; Consulting with local organizations and agencies; leadership in professional organizations**  Click here to enter text. | YES NO | Click here to enter text. |
| **(5 points)**  **2. Mentoring; outreach activities**  Click here to enter text. | YES NO | Click here to enter text. |
| **TOTAL (10 points)** |  | Click here to enter text. |

COMMENTS ON PORTFOLIO OVERALL QUALITY

Strengths:

Click here to enter text.

Weaknesses/Concerns:

Click here to enter text.

**REVIEWER’S SUMMARY EVALUATION**

**TOTALS EARNED BY CANDIDATE**

| **CRITERIA** | Enter Candidate Name. | Enter Candidate Name. | Enter Candidate Name. | Enter Candidate Name. | Enter Candidate Name. |
| --- | --- | --- | --- | --- | --- |
| **Professional Effectiveness** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Teaching Effectiveness** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Scholarship and Research** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **University Service** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Professional & Community Service** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Total Points Earned** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |