

### Introduction

All ULM Faculty must be evaluated each year as per policy established by the University of Louisiana System.

The ULM Library has developed an evaluation procedure to assess faculty performance, to encourage professional growth and development, to provide guidance for librarians in tenure and promotion decisions, and to assist in merit raise determinations. The evaluation process should enable each individual to measure his/her progress toward the fulfillment of specific and general requirements as a library faculty member. In addition, the annual setting and reviewing of goals is intended to promote an understanding of the faculty member's role in meeting library objectives.

While performance evaluation is an administrative responsibility normally carried out by a faculty member's supervisor, the success of the evaluation process rests upon the person being reviewed. The faculty member must provide complete information regarding activities in all categories.

Whenever a faculty member has reported to more than one supervisor during an evaluation period, whoever is supervisor at the time of the formal evaluation will have primary responsibility for the review process. However, consultation with any other supervisors is expected.

### Criteria

Each faculty member will report activities in the categories listed below on the Annual Report of Activities Form. The evaluation also reflects many intangible qualitative factors that cannot be measured quantitatively. See the Rating Form for specific criteria and acceptable activities in each of the categories.

#### PROFESSIONAL PERFORMANCE

While excellence in job performance is the major factor in consideration for evaluation, at least some points must be earned in research and service in order to compete for merit raises. It is recognized that appropriate levels of achievement may vary considerably according to the duties/goals of librarians and related personnel in varying assignments.

#### RESEARCH AND SCHOLARLY ACTIVITY

Research is an essential dimension of the faculty member's role in the library/university. Currency of knowledge is obtained through continuing professional growth, including grants, publications, and other research activities. It is recognized that the nature of the research will vary according to job assignment and rank.

#### SERVICE

It is appropriate and important that faculty provide services to support and develop their university, community, state, and nation. Service is considered here to mean activities beyond normal job expectations.

## REVIEW YEAR BEGINS

The review year runs January 1 - December 31.

## ESTABLISH GOALS (January)

At the beginning of the review year, each faculty member will work with their supervisor to establish goals for that year in all appropriate evaluation categories. These goals must be compatible with the individual's expertise, realistic in expectation, and consistent with library objectives. It is assumed that the establishment of goals for the following review period will occur during the evaluation conference for the current review period. The attainment of established goals satisfies minimum performance requirements only ("meets expectations").

## MID-YEAR ASSESSMENT OF PERFORMANCE (July-August)

At the middle of the evaluation year, an informal assessment of year-to-date progress with regard to individual goals and current performance will occur in a meeting between supervisor and faculty member. Any revisions in goals should be made at this time and problems should be discussed so that changes may be made before the evaluation of record at the end of the year.

## CONTINUING COMMUNICATION BETWEEN SUPERVISOR AND FACULTY (On-going)

It is expected that a continuing communication between faculty member and supervisor will take place throughout the year and not be limited to mid-year assessment and end-of-year evaluation. Discussion should occur whenever problems are observed.

## DISTRIBUTE ANNUAL REPORT OF ACTIVITIES FORM (Early January)

Each faculty member is responsible for completing the annual report of activities form, recording information about the past year's professional performance, research, and service activities. Return completed form to supervisor by date indicated.

## SUPERVISOR PREPARES WRITTEN EVALUATION (Mid-January)

Supervisor will prepare a written evaluation of each faculty member using the annual report of activities. The evaluation also reflects many intangible qualitative factors that cannot be measured quantitatively. This written evaluation will be given to the faculty member to review prior to the conference with the supervisor.

## SCHEDULE CONFERENCE WITH FACULTY MEMBER (Mid-January)

Schedule conference with faculty member, allowing sufficient time for review of their written evaluation prior to the conference.

## EVALUATION CONFERENCE (Late January)

This meeting should be viewed as an opportunity to discuss strengths and weaknesses, progress toward stated goals, and areas in need of improvement. Goals for the coming year will be determined at this meeting. The supervisor and faculty member must sign the evaluation. The faculty member receives a copy of the written evaluation. Copies of the Report of Activities and the written evaluation are placed in the faculty member's personnel file.



- D. List and describe any in-house guides, manuals, procedure, indexes, or other similar materials produced this year as an aid to your performance or to assist others, but not published.
- E. Discuss any user instruction, formal or informal, in which you participated.
- F. Describe any professional development and explain how it relates to your performance -- credit courses, continuing education, workshops, conferences or other meetings.
- G. Describe any administrative duties, including those of student supervisor, section head, etc.
- H. Describe any other pertinent activities, including professional memberships.

A. Publications in the field of librarianship.

1. Books
2. Chapters in books
3. Articles in refereed journals
4. Articles in non-refereed journals
5. Other publications (i.e., editor of a publication, videotapes or software when responsible for the creative or scholarly content, publication reviewer, grants)

B. Presentations at professional meetings. Describe the activity (conference speaker, panel member, paper presenter, moderator, exhibit, poster session, workshop, seminar), the audience, and provide dates.

C. Committee/Task Force participation (external to university). State purpose of committee/task force, frequency of meetings, position of leadership held, and document to be produced (if any).

D. Officer in professional organization. State whether national/state/regional/local.

E. Other scholarly contributions to the advancement of the profession such as planner/organizer of a library conference or program, mentoring/consulting activities, reviewer of books/articles.

F. Non-library related publications and scholarly contributions (list as in A - E above).

G. Describe any research in progress or plans for future publication.

A. University Service

1. University committees and task forces.
2. Service to affiliated groups such as honor societies, campus fraternities, other student groups.

B. Library Service

1. Library committees or task forces.
2. Service to groups affiliated with the library such as Friends or Staff Association.

C. Community Service

1. Describe instances of "professionally relevant" community service, volunteering your professional expertise to a community group, i.e. competition judge, church library.
2. Other occasions of service to the community. Volunteer efforts should be listed, but paid positions and memberships (in the absence of any participation beyond paying dues) are not to be considered.

#### IV. GOALS - Preliminary Statement for the Coming Year

Although the final statement of goals will be determined after discussion with your supervisor, please include a draft version here. Consider all aspects of your role as a faculty member (professional performance, research, and service) in your discussion.

## PROFESSIONAL PERFORMANCE (Maximum of 70 points)

	Does not Meet Expectations	Meets Expectations	Exceeds Expectations
A. Quality of Work (Max. 25)	0	1-13	14-25
B. Dependability (Max. 15)	0	1-8	9-15
C. Organizational Skills (Max. 8)	0	1-4	5-8
D. Adaptability (Max. 7)	0	1-4	5-7
E. Communications/Working Relationships (Max. 8)	0	1-4	5-8
F. Initiative (Max. 2)	0	1	2
G. Professional Development, (including in-house) workshops/ courses/meetings/continuing ed (Max. 5)	0	1-2	3-5

## RESEARCH AND SCHOLARLY ACTIVITY (Maximum of 15 Points)

The number of points given for each publication is to be based upon the quality of the item and its contribution to the field. Although quality of research/writing is difficult to quantify, the rater will examine each item and assign relative values based upon merit.

## A. Publications (Library Related)

1. Book (up to 15 points)  
(Sole author up to 15; joint author, 15 divided by number of authors)
2. Book chapter (up to 8 points each)
3. Article in refereed journal (up to 8 points each)
4. Article in non-refereed journal (up to 5 points each)  
i.e., Louisiana Libraries
5. Other Publications (up to 3 points each)  
i.e., editorship, publication reviewer, grants

## B. Presentations (Library Related)

Includes papers, exhibits, poster sessions, panelist, workshop, seminar, etc.

1. National Meeting (up to 6 points each)
2. Regional/state Meeting (up to 5 points each)
3. Other library meeting (up to 3 points each)

C. Committee/task force participation (any level)  
External to the university.

9

1. Committee conducts business on a regular basis over an extended period of time and/or requires extensive preparation (up to 5 points each; if officer add 1 point).
2. Committee conducts business infrequently, once or twice during the year, and requires little preparation time (up to 3 points each; if officer, add 1 point)

D. Officer in professional organization.

1. Local organization (up to 3 points each)
2. State organization (up to 5 points each)
3. Regional/National organization (up to 7 points each)

E. Other scholarly contributions to the profession (up to 6 points)

In-house exhibits, web pages, activity as member of a state/regional/national committee which produces a document of significant impact.

F. Non-library related publications and presentations as listed A through E above.  
(up to maximum of 4 points)

SERVICE (Maximum of 15 points)

A. University Service

1. Committee Service

- a. Committee meets regularly (up to 6 points; if officer add up to 2 points)  
i.e., Faculty Senate, SACS
- b. Committee meets infrequently (up to 2 points; if officer add 1 point)  
i.e., Judiciary Board
- c. University Ad-hoc Committee (up to 4 points; if officer may add up to 2 points)

2. Auxiliary Service

Service as officer/board/committee member of groups such as faculty adviser, officer of organization, etc. (up to 3 points)

B. Library Service

1. Library Committees, standing and ad hoc (up to 4 points)
2. Auxiliary service, such as officer/board/committee member of library staff assn., Friends, etc. (up to 2 points)

C. Community Service

1. Professionally relevant service (up to 2 points)  
i.e., competition judge, church library
2. Other community service (up to 1 point)

Year \_\_\_\_\_

Name:

Department:

Supervisor:

RATING FORM - SCORE SHEET

I. PROFESSIONAL PERFORMANCE (Maximum of 70 points)

\_\_\_\_\_

A. Quality of Work (Max. 25)

\_\_\_\_\_

B. Dependability (Max. 15)

\_\_\_\_\_

C. Organizational Skills (Max. 8)

\_\_\_\_\_

D. Adaptability (Max. 7)

\_\_\_\_\_

E. Communications/Working Relationships (Max. 8)

\_\_\_\_\_

F. Initiative (Max. 2)

\_\_\_\_\_

G. Professional Development (Max. 5)

\_\_\_\_\_

II. RESEARCH & SCHOLARLY ACTIVITY (Maximum of 15 points)

\_\_\_\_\_

A. Publications (Library Related)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

B. Presentations (Library Related)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Committee/Task Force Participation

\_\_\_\_\_

\_\_\_\_\_

D. Officer in Professional Organization

\_\_\_\_\_

\_\_\_\_\_

E. Other Scholarly Contributions to the Profession

\_\_\_\_\_

\_\_\_\_\_

III. SERVICE (Maximum 15 points)

\_\_\_\_\_

A. University Service

_____	_____
_____	_____
_____	_____

B. Library Service

_____	_____
_____	_____
_____	_____

C. Community Service

_____	_____
_____	_____
_____	_____

GRAND TOTAL  
(Total of I, II, III)

\_\_\_\_\_

\_\_\_\_\_  
Evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

(Signature acknowledges receipt of  
rating form score sheet)

In the absence of restrictions imposed by the University Administration, the University of Louisiana System, or the State, the following guidelines will be followed regarding the distribution of and eligibility for merit raises.

1. An affirmative or negative promotion decision will have no bearing on eligibility for merit consideration.
2. Taking leave (extended sick or professional leave, sabbatical leave, leave without pay, maternity leave, etc.) during the year will have no bearing on eligibility for merit consideration.
3. In order to be considered for merit in the current year, a total of 40 points must be achieved with the following additional stipulations:
  - A. A total of 37 points in the Professional performance category must be achieved. Zero points in any of the 7 areas in this category will disqualify faculty for merit consideration that year.
  - B. Some points must be earned in Research and Scholarly Activity in at least one of two consecutive years, including the current year.
  - C. Some points must be earned in the Service category.
  - D. NOTE: an earned 40 points does not mean that a faculty member WILL receive a merit raise; rather it indicates eligibility for consideration.
4. In years when there is no merit money available, the following process will be used for the purpose of calculating "carry-over" points:
  - A. If a person qualifies for merit consideration in any of the years since merit money was last awarded, he/she will be eligible for merit consideration when merit money is next available.
  - B. The annual points accumulated in the 3 categories (Professional Performance, Research and Scholarly Activity, and Service) will each be averaged as carry over and be used as a base from which to decide merit pay.

Twenty-five percent (25%) of the total available for library merit raises will be used to establish a merit base to be divided equally among those receiving a merit raise. The remainder will be allocated as follows.

Scores for those receiving merit raises will be calculated by assigning a number value to the total evaluation points received starting with 40 receiving 1 point, 41 receiving 2 points, and so on. For example, a total of 65 points on the annual evaluation would receive 26 points and a total of 78 points on the annual evaluation would receive 39 points.

These points will be added and then divided into the remainder of the available merit money. The resulting figure is the base to be used when calculating each individual merit raise. Multiply that figure times the number of points to determine the amount of merit money to be added to the base figure already determined.

Example: \$10,000 is designated for library merit raises.

2,500 taken off the top to be divided equally among those receiving merit raises.

There are 5 faculty eligible for merit raises.

Each will start with a base of \$500.

The evaluation of the 5 faculty is as follows with number value equivalents indicated:

<u>Evaluation points</u>	<u>number value equivalent</u>
1. 46.....	7
2. 59.....	20
3. 64.....	25
4. 80.....	41
5. 86.....	47
	TOTAL 140

\$7,500 divided by 140 = 53

Faculty 1: \$500. + (\$53 x 7) = \$ 871. merit raise

Faculty 2: \$500. + (\$53 x 20) = \$1560. merit raise

Faculty 3: \$500. + (\$53 x 25) = \$1825. merit raise

Faculty 4: \$500. + (\$53 x 41) = \$2673. merit raise

Faculty 5: \$500. + (\$53 x 47) = \$2991. merit raise

### Introduction

Guidelines and criteria used for promotion and tenure of library faculty shall be consistent with that stated the ULM Faculty Handbook [www.ulm.edu/facultyhandbook/](http://www.ulm.edu/facultyhandbook/)

### Dossier Structure

The Promotion/Tenure Dossier should include only materials relevant to the candidate's performance/research/service and that are appropriate for an academic dossier. In the case of promotion, the dossier should be limited to activity since the last promotion; in the case of tenure, activity since entering the tenure track. For assistance in preparing the dossier, samples are on file in the Teaching and Learning Resource Center.

The PROMOTION/TENURE REQUEST form (see Page 15) and documentation in the following areas should be included in the dossier. A table of contents must be included and pages must be numbered.

1. To document effectiveness of professional performance
  - evaluations of supervisor
  - summary of job-specific activities
  - special projects started/completed and in-house guides or manuals created
  - user instruction, formal or informal
  - professional development activities
  - other pertinent activities, including professional memberships
2. To document research and scholarly activity
  - books/chapter in book written
  - articles in refereed and non-refereed journals
  - other publications (editor, media production, reviewer)
  - presentations at professional meeting and in house exhibits
  - web page development
  - grants and any research in progress
  - non-library related publication
3. To document professional service
  - service on committees of professional organizations
  - offices held in professional organizations
  - awards received
  - consultant/mentoring work
  - other professional service
4. To document university service
  - committees/task forces/faculty senate
  - honor societies/campus fraternities
  - faculty adviser
  - other groups (student/auxiliary)
5. To document library service
  - committees/task forces
  - staff association
  - friends group
6. To document community service
  - professionally relevant
  - other (committees, board, officer)

Name \_\_\_\_\_

Department \_\_\_\_\_

I am requesting consideration for:

\_\_\_\_\_ Promotion from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_ Tenure

PROFESSIONAL BACKGROUND

<u>Degrees Held</u>	<u>Major Area</u>	<u>Institution</u>	<u>Date Awarded</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the materials presented in this dossier are accurate and complete.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

FACULTY PERFORMANCE HANDBOOK

Library

University of Louisiana at Monroe

Faculty Performance Committee

Rebecca DiCarlo, Chair  
Glenn Jordan  
Dinah Williams  
Martha Wooden

March 1997

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