

At its meeting of May 7, 1990, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.

**GUIDELINES FOR THE EVALUATION OF THE  
PERFORMANCE IN ASSIGNMENT OF TENURED LIBRARIANS**

Supersedes F81-6.

**A. Basis for Requirement**

These guidelines are to provide for the periodic evaluation of the performance in the assignment of tenured librarians in accordance with the minimum standards stipulated by the Board of Trustees on July 9, 1980, and as contained in Section 43351 of Title 5 and FSA 80-44, and its supplements, and the Agreement, Section 15.28.

**B. Conditions of Implementation**

The purpose of these evaluations shall be to promote and maintain excellence in the level of performance in university assignment. As based on the minimum standards and these guidelines, the evaluation of tenured librarians shall be conducted in such a way as to protect the principle of academic freedom in conformity with AAUP policies of academic freedom and due process and the right of each tenured librarian to such protection.

**C. Evaluation Schedule**

1. Each tenured librarian shall be evaluated at least once every five years.

2. Librarians who are reviewed for promotion need not be evaluated until the fifth year subsequent to that review.
3. Librarians will not be subject to the periodic evaluation while on sabbatical or on leave-of-absence.
4. The First Level Personnel Committee, in consultation with the Director, shall establish the five-year evaluation cycle and each fall shall inform the Director of the librarian(s) to be evaluated that year.

#### D. Evaluation Committee(s)

1. The First Level Personnel Committee shall serve as the evaluation committee. Except for persons at the rank of Librarian, no member of the committee may participate in the evaluation of librarians of equal or higher rank, nor may a librarian sit on a committee which is evaluating his/her performance.
2. Should there be fewer than three librarians of appropriate rank, additional committee members shall be elected, per provisions of F89-4.

#### E. Evaluation Content

1. Initial Evaluation: The purpose of the evaluation is to assess effectiveness and currency in the field. To that end:
  - a. The librarian under evaluation shall submit a statement of activities and achievements demonstrating effective performance and currency in the field.
  - b. The department head or equivalent's written evaluation of academic assignment shall be part of the evaluation.
  - c. Evaluation forms devised by the library may be considered. Evaluation forms devised by the individual under review may also be considered with his or her consent.
  - d. Signed letters from students or graduates may be evaluated.

#### 2. Additional Evidence

If the committee decides that additional evidence is necessary, it may take further steps, such as: observation, when appropriate, of performance in primary assignment; analysis of the entire workload; and review of documents developed as part of the academic assignment. Other information volunteered by the individual being evaluated shall be

considered.

## F. Results of the Evaluation

1. A written summary of the evaluation shall be given to the librarian by May 1 and the individual will have five (5) working days to submit a written response. The librarian's written response, if any, shall be included with the written summary, and both shall be sent to the Library Director who shall write a letter of evaluation. The Library Director's letter of evaluation shall be given to the librarian by May 14 and the individual under review will have five (5) working days to submit a written response. A copy of the committee's written summary, the Library Director's letter of evaluation, and the individual's response, if any, will be forwarded to the Faculty Affairs Office for placement in the librarian's Personnel Action File and the original documentation will be returned to the librarian under review.

2. The evaluation committee chair and the Library Director shall meet with the tenured faculty unit employee to discuss his/her strengths and weaknesses along with, if any, will