Non-classroom Students Evaluations of Librarians Procedure:

Use this evaluation form for student contact occurring outside of the classroom or formal library instruction session (e.g., reference service, one-on-one consultation, or any other activity involving official student contact).

* Distribution and collection of evaluations must occur during the student evaluation period specified in the TERB calendar.
* A minimum of 15 student evaluations must be obtained for each *set* of student evaluations.
* Evaluees may choose to obtain evaluations using printed forms or an online survey maintained and mediated by the TERB Office (same exact questions). Please contact TERB office for survey link.
* Evaluees must identify and schedule times and activities to obtain student evaluations PRIOR to the start of the evaluation period.
* A member of the evaluee’s Peer Review Committee must be present during the activity or be able to contact students participating in the activity to request an evaluation (e.g., if the contact is confidential, such as an advising session). If both the evaluee and Committee member are present during the activity, either may solicit an evaluation from students.
* The Committee member will collect all printed surveys and give to TERB Office; online survey results are submitted in real-time to TERB Office directly upon completion.
* TERB will compile results from both print and online evaluations.

Some things evaluees should consider when using this evaluation tool:

* The evaluee is responsible for scheduling enough time and activities to gather the requisite number of evaluations during the evaluation period. For example, it may take several hours of reference service to obtain 15 students evaluations (1 set).
* When submitting the evaluation options form to TERB, evaluee must identify the specific student contact that will be evaluated. For example, Reference Service, private consultation/advising sessions with individual students.
* The evaluee is responsible for ensuring that the Committee member collecting evaluations is available to do so. For example, schedule evaluation times when the Committee member can be present, or for private consultations, ensure in advance of the contact that the Committee member knows which students to solicit for evaluations.