**PALOMAR COLLEGE**

 **LIBRARY FACULTY PEER EVALUATION REVIEW REPORT**

Librarian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When the committee members are finished reviewing and discussing each component of the evaluation the committee chair will complete the **Librarian Peer Evaluation Review Report**. The various components will include: a. Self-Evaluation Form b. Professional Development Contract c. Course materials d. Student evaluations (method is chosen by evaluee) e. Peer evaluation (method is chosen by evaluee) h. Supervisor evaluation (if appropriate). Please attach supporting documents. In your comments, please do not refer to the student evaluation questions by number. This report will eventually be a stand-alone document. The student evaluations will not accompany this report, so referring to the student evaluation questions by number (rather than in words) will not be descriptive.

***Definitions of evaluation categories:*** *(based on Standards of Performance for Faculty, Faculty Manual)*

***High Professional Performance*** *-**Frequently exceeds accepted standards of professional performance. (Check this box when the librarian’s professional performance is beyond what is reasonably expected.)*

 ***Standard Professional Performance*** *- Regularly meets accepted standards of professional performance. (This is the standard of performance that is expected of all librarians when they are hired and they are expected to maintain this level of performance throughout their tenure at Palomar College.)*

 ***Performance Needs Improvement*** *- Does not consistently meet accepted standards of professional*

 *performance.*

 ***Unsatisfactory Performance*** *- Does not meet minimal standards of professional performance.*

**Comments for each item are highly encouraged.** It is appropriate to write positive comments for meaningful feedback and encouragement for each question where it applies. If a “Needs Improvement” or “Unsatisfactory Performance” is checked, **comments are required.**

1.The librarian establishes an environment that facilitates information competency and promotes the active role of students as learners.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

2.The librarian treats students and colleagues with respect, demonstrating a willingness to work with a diverse student body and staff.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

3.The librarian demonstrates expertise and proficiency in the area of specialization.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

4.The librarian demonstrates competency in other relevant areas of the field and assignment.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

5.The librarian communicates in a clear, informative, and professional matter.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

6.If the librarian performs an administrative or supervisory service as part of the contract, she or he demonstrates skillful maintenance of the program or organization supervised.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

7. The librarian participates appropriately in the development and assessment of student learning and/or service area outcomes, as determined by the department.

 Yes: \_\_\_\_\_\_\_\_ No: \_\_\_\_\_\_\_\_

 **Comments** (if the response is negative, comments are required):

8. The librarian fulfills contractual requirements of the position.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

9.The librarian demonstrates continued professional growth by participation in professional development activities.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

10. The librarian demonstrates commitment to the college and to education by service to the college.

 [ ]  High Professional Performance [ ]  Standard Professional Performance

 [ ]  Needs Improvement [ ]  Unsatisfactory Performance

 **Comments:**

11. **Summary Comments and Recommendations (required):**

**Overall Recommendation:**

[ ]  High Professional Performance

[ ]  Standard Professional Performance

[ ]  Performance Needs Improvement

The Tenure & Evaluations Review Board will assist the peer review committee in developing a plan for improvement.

[ ]  Unsatisfactory Performance

The Tenure & Evaluations Review Board will assist the peer review committee in developing a plan for improvement.

[ ]  Referral to Tenure & Evaluations Review Board

The Tenure & Evaluations Review Board will reach a consensus with the peer committee for the overall recommendation.

**Signatures**

**Evaluation Meeting Confirmation:**

Date and Length of Meeting with Evaluee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee Signatures**

 Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Committee Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

 (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Signatures**

 My signature acknowledges that I have reviewed the materials.

 Division Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

 (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

 My signature acknowledges that I have reviewed the materials.

 Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Comments:

My signature acknowledges that I have read and received a copy of the evaluation. It does not mean that I agree or disagree with this evaluation. I am aware that within ten business days of reviewing the report with the Evaluation Chair, I have the right to submit a response to this evaluation. I am also aware that this evaluation and my response, if any, will become part of my personnel file maintained by Human Resource Services.

Librarian: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

 (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tenure and Evaluations Review**

Tenure and Evaluations

 Review Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_