

Name	ULID	Rank	Tenured	Y/N	Acad. Unit	Library	Track	Calendar Year	2018	
Reference the <i>Instructions for Completing Library Faculty Annual Evaluation Form</i> for specific information on completing the form.										
Track 1 Library Responsibilities 70-90% Research 0-20% - appropriate to rank Service 10-20%		Track 2 Library Responsibilities 55-70% Research 20-35% - moderate productivity Service 10-20%			Track 3 Library Responsibilities 35-55% Research 30-55% - significant productivity Service 10-20%			Track 4 Library Responsibilities 20-35% Research 50-70% - heavy productivity Service 10-20%		
PLANNING AND SELF-EVALUATION										
Required Planning: Check and complete the appropriate planning section on this page.										
<input type="checkbox"/> My library faculty activities will not change for the upcoming plan year.										
<input type="checkbox"/> My library faculty activities and plan will change for the upcoming year. If so please explain in the space below.										
Faculty Signature:		Date:		Supervisor Signature:			Date:			
Optional self-evaluation: Self-Evaluation can help you to improve your primary library responsibilities, identify professional education opportunities necessary to further develop your research and scholarly activities, and prepare for your performance review with your supervisor. It provides faculty an opportunity for reflective review of their activities completed during the previous calendar year. Self-Evaluation can range from personal reflection to formal assessment.										

ANNUAL EVALUATION ACTUAL ACTIVITY		
<p>Actual Activity: At the beginning of the calendar year, briefly report your activities during the previous calendar year.</p>		
Section I: LIBRARY RESPONSIBILITIES	ACTUAL ACTIVITY:	Optional Rubric Notation Include or summarize the appropriate part of the library's evaluation rubric.
A. Assigned Library Responsibilities		
List activities in the area of your primary faculty assignment		
B. Special Projects and Innovations		
List any special projects undertaken or any innovations made during this period, for example, library technology or distance learning development, mentoring activities, tutorials created, finding aids, exhibits, etc.		
C. Faculty/Educational Development - Library		
List job-related seminars, webinars, workshops, discussion groups, etc.		
Evaluation Weight (percentage of workload attributable to Library Responsibilities)	Comments:	Subtotal %:

Section II: RESEARCH/SCHOLARSHIP	ACTUAL ACTIVITY:		Optional Rubric Notation Include or summarize the appropriate part of the library's evaluation rubric.
A. Research & Scholarship (Separate publications according to the following recommended headings: books, book chapters, peer-reviewed journal articles, non-peer-reviewed articles, published multimedia, abstracts and/or proceedings, research-based exhibits/poster sessions. List publications in APA, Chicago, or MLA format.)			
List publications, research-based presentations, honors, scholarship, ongoing research, etc.			
B. University Supported Grants and Awards (Separate grants according to active, pending, and completed. For each grant or contract, list effective dates, role and % effort, project title, type of grant/contract, funding unit, funding amount, annual research funding managed.)			
List STEP grants, other internally funded grants, etc.			
C. Externally Supported Grants & Contracts (Separate grants according to active, pending, and completed. For each grant or contract, list effective dates, role and % effort, project title, type of grant/contract, funding unit, funding amount, annual research funding managed.)			
List external grants and contracts			
D. Faculty/Educational Development - Research			
List research-related seminars, webinars, workshops, discussion groups, coursework toward advanced degree, etc.			
Evaluation Weight (percentage of workload attributable to Research and Scholarship)	Comments:		Subtotal %:

Section III: SERVICE	ACTUAL ACTIVITY:		Optional Rubric Notation Include or summarize the appropriate part of the library's evaluation rubric.
A. Professional (List all professional memberships and committees, whether member or chair, and summarize your accomplishments.)			
National, regional, and/or local professional association service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or speaker at a professional meeting, etc.			
B. University/Library (List all committees, whether member or chair, and your contributions.)			
Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.			
C. Community (List name of organization, service performed, and your contributions.)			
Typically, pro bono work for a non-profit organization using expertise from one's discipline, for example: presenting continuing education programs for public organizations, service on public boards, and other voluntary efforts that enhance the quality of life in the community.			
D. Faculty Development - Service			
List service-related seminars, webinars, workshops, discussion groups, conferences attended, service training workshops, etc.			
Evaluation Weight (percentage of workload attributable to Service)	Comments:	Subtotal %:	

Notes: (may include self-evaluation, explanation of significant integration of research and service, or elaboration of important achievements in a given category)

Faculty	Sign:	Date	Comments:
	Print:		
Department Head/Unit Director	Sign:	Date	Comments:
	Print:		
Dean	Sign:	Date	Comments:
	Print:		