



## 2018 Annual Faculty Evaluation Form

Review Period 1/1/2018 - 12/31/2018



### REVIEWER

Elizabeth Stapleton (Manager), Susan Richard (Dean)

**Jennifer Hamilton**

999174|Assistant Professor  
Position

## Overview

### Task Instructions

Self-Evaluation can assist you to: improve the educational experiences you provide for your students, identify the professional education you need to develop further your capacity to teach and research thoroughly and, prepare for your performance review with your department head. Self-evaluation can range from personal reflection to formal assessment. Based on a constructive self-evaluation of your abilities to teach, conduct research and scholarly activities, and participate in service activities. Refer to the Faculty Handbook Document XXI, The University of Louisiana at Lafayette Faculty Workload Policy for additional information regarding each workload track. A faculty member's track will be determined in consultation with his/her department head and dean.

## Teaching Activities

### Directions

**Teaching:** The primary function of the University is education, as such a sound educational program is one in which students are guided, engaged, and inspired by faculty. Describe innovations that enhance rigor and quality of student learning, and explain unique class formats, e.g., a single course that has a lecture, lab, clinical component, and multiple faculty members. Course includes all courses such as lecture, labs, studios, clinical, internships, practicums, graduate thesis and doctoral synthesis and dissertations, etc. in which the faculty member is listed as the faculty of record (Note on the paper workload form these were sections A Teaching/Courses; B Individual Studies, Internships, and Practicums; and C Graduate Thesis, Doctoral Synthesis, Dissertation Chair). Include or summarize the appropriate part of the department's evaluation rubric.

### Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	

2.0	Needs Improvement	Requires improvement in one or more areas
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

**Honors: Freshman Seminar SP'18 HONR 110 Sec. 007 Enrollment 44 Credit Hours 1 Lecture 1 Lab**

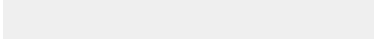
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May be repeated once for credit. Weekly discussion of current ideas.



**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**  
 0%

**Weight**  
0%

**Comments**

**Jennifer Hamilton (Self):**

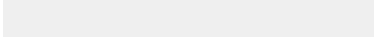
As professor of record for this primarily student-led class, I facilitated discussion as needed, handled all first-year student grade and attendance reporting, and submitted the final grades for the class to the registrar. This was part of my volunteer service as a member of the University community, and not part of my primary teaching load, which is library instruction.

**Honors: Junior Seminar SP'18 HONR 310 Sec. 007 Enrollment 12 Credit Hours 1 Lecture 1 Lab**

May be repeated once for credit. Weekly discussion of current ideas.

**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**  
 0%

**Weight**  
0%

**Comments**

**Jennifer Hamilton (Self):**

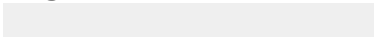
As professor of record for this primarily student-led class, I facilitated discussion as needed, handled all first-year student grade and attendance reporting, and submitted the final grades for the class to the registrar. This was part of my volunteer service as a member of the University community, and not part of my primary teaching load, which is library instruction.

**Honors: Senior Seminar SP'18 HONR 410 Sec. 007 Enrollment 7 Credit Hours 1 Lecture 1 Lab**

Content varies. May be repeated. Alternate subtitles will appear on student's transcript.

**Start Date**  
1/10/2018

**Due Date**  
5/4/2018

**Progress**  
 0%

**Weight**  
0%

**Comments**

**Jennifer Hamilton (Self):**

As professor of record for this primarily student-led class, I facilitated discussion as needed, handled all first-year student grade and attendance reporting, and submitted the final grades for the class to the registrar. This was part of my volunteer service as a member of the University community, and not part of my primary teaching load, which is library instruction.



## Honors: Sophomore Seminar SP'18 HONR 210 Sec. 007 Enrollment 23 Credit Hours 1 Lecture 1 Lab

May be repeated once for credit. Weekly discussion of current ideas.

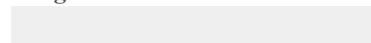
**Start Date**

1/10/2018

**Due Date**

5/4/2018

**Progress**



0%

**Weight**

0%

**Comments**

**Jennifer Hamilton (Self):**

As professor of record for this primarily student-led class, I facilitated discussion as needed, handled all first-year student grade and attendance reporting, and submitted the final grades for the class to the registrar. This was part of my volunteer service as a member of the University community, and not part of my primary teaching load, which is library instruction.

## Information Age Rsch Skills SP'18 ENGL 305 Sec. 001 Enrollment 2 Credit Hours 1 Lecture 1 Lab 1

Specialized bibliographies, periodical indices, microforms, U.S. government publications, online databases, and other specialized research tools.

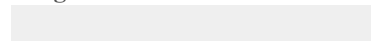
**Start Date**

1/10/2018

**Due Date**

5/4/2018

**Progress**



0%

**Weight**

0%

**Comments**

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## B. Instructional Activity and Innovation: Course Technology or distance learning development, mentoring activities, retention activities, student research, etc.

**Comments**

**Jennifer Hamilton (Self):**

Coordinated completion of a collaboratively developed 360 tour (with Blair Stapleton, and Heather Plaisance) of Dupré Library Public Services that offers (1) library instruction through annotations, photographs, and embedded video and (2) access to library services through (a) embedded library web pages and (b) clickable action buttons to initiate Reference Chat, start searches of frequently used library databases, and provide access to finding aids or more information related to the services offered in each area.

Continued beta-testing of the 360 tour mentioned above by library faculty and staff, making changes as needed to the tour in response to the feedback gathered during this beta-testing.

Worked with Blair Stapleton, Heather Plaisance, and Laurie Vanderbrook to design and provide a link to the library's 360 public services tour from the home page of the library web site.

Coordinated expansion of the 360 tour to include Government Documents, the Cajun and Creole Music Collection, and Archives, in collaboration with Heather and Blair and the faculty in each respective department.

Worked with Gaines Center Director Cheylon Woods to continue to develop and refine the 360 interactive tour of the Gaines Center that I first created for her in December 2017 to serve as a substitute for in person tours during the construction of the new athletic study center on the 3rd floor. Provided consulting on how this virtual tour could be used in Gaines Center tours and library instruction, and trained her in the editing of the tour so that she can her graduate assistants could continue to develop new features. Have continued to advise on technical and formatting issues.

(December 2017- present)

Co-curated exhibits for National Poetry Month (April) with Heather Plaisance and Banned Books Week (September) with Tiffany Ellis. Personally distributed Banned Books Week stickers to more than 100 students at the library, explaining the reason for the annual focus on censorship, and answering their questions about banned books and censorship.

Co-hosted a series of Poetry Open Mic Nights for students and faculty with Tiffany and the English Department, held April 10, April 24, and the last Wednesday of each month Fall 2018 semester from 4-5PM in the reference area.

### C. Instructional faculty development: Include seminars, workshops, discussion groups, etc.

#### Comments

**Jennifer Hamilton (Self):**

#### Library

*Government Document LibGuides: Best Practices*, Sandra Himel, Feb. 21, 10-11AM

*Tenure Support Group* - Co-coordinated and participated in Dupré Library's monthly Peer-to-Peer Tenure Support Group to discuss and exchange information regarding the tenure process (organization of tenure application, documentation, time management, prioritizing tenure requirements for duration of review period) and provide mutual support and feedback to library tenure-track colleagues.

#### Workshops

*LaCarte Card Training*, Jan. 11, 8-10AM

*Project ALLIES: LGBTQ+ 101*, Courageous Conversations, Office of Campus Diversity, Feb. 7, 9-10AM



*MUG/VoiceThread User Group Meeting*, Office of Distance Learning, March 27, 2-3PM

*Text Mining with the HathiTrust: Empowering Librarians to Support Digital Scholarship*, June 21, 9AM-4PM

*Engaging Students Through Creativity in Instruction*, Office of Academic Affairs, Nov. 8, 12-1PM

### **Professional Conferences**

Louisiana Library Association Annual Conference, Alexandria, LA, March 7-9

American Library Association Annual Conference, New Orleans, LA, June 22-25.

Louis Users Group Conference (LUC), Baton Rouge, Oct. 17-19

### **Webinars**

*20 Apps in 60 Minutes Webinar*, Association of College & Research Libraries (ACRL), Jan. 31., 12-1PM

*Copyright Librarian Starter Kit*, ALA CopyTalk Series, Feb. 1, 1-2PM

*Free Graphics, Audio, and Video for Education*, March 7, 12-1PM

*Open Access Full Text with Web of Science*, March 15, 2-3PM

*Serious Game Success Stories*, Training Magazine, TechLearn Webinar Series, March 19, 1-2PM

*The emerging role of libraries in research information management*, OCLC Research, 10-11AM, March 26

*Serving Graduate Students from a Distance*, ACRL Distance Learning Section Forum, 3-5PM, April 3

*Great Interviewers Are Made, Not Born: The Keys to Hiring Success*, BizLibrary, 1-2PM, April 4

*Gendered Labor and Library Instruction Coordination*, ACRL Teaching Methods Webinar, April 11, 11AM-12PM

*Working with Online Instructors and Students*, ACRL University Libraries Section Professional Development Committee, April 19, 12-1PM

*Academic Video Online Training*, Sarah Brennan, ProQuest, May 9, 10-11AM

*What's Your Reality? AR and VR for Learning*, eLearning Guild "Best of" Webinars, May 22, 12-1PM

*Introducing the Revised Standards for Libraries in Higher Education*, ACRL Presents, May 24 1-2PM

*Trends in Training and Learning Management*, Adobe E-Learning Webinar, May 30, 11-12PM

*Critical Reading for Learning and Social Change: A Panel Discussion*, ACRL Webinar, June 6, 1-2PM

*Find More than Science in the Web of Science*, Learn with LOUIS Webinar Series, Sept. 12, 12:30-1:40 PM

*Creating Interactive eLearning using VR and 360° assets with Adobe Captivate* (2019 release), Adobe, Sept. 18, 8-9AM

*Major Success: The Extent of Student Learning*, ETS Major Field Tests, Sept. 18, 1-2PM

*Getting Learning Science Into the College Classroom*, EdSurge Webinar, October 23, 3-4PM

### **D. Other**

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## Comments

**Jennifer Hamilton (Self):**

### **Library Responsibilities**

Collaborated with library faculty and trained and guided Graduate Assistant for Instruction in the delivery of 331 total instruction sessions (4 tours, 303 classes, 20 research appointments, 2 embeds, and 2 outreach events) from January-December 2018, resulting in a total of 6,358 student contacts.

Taught English 305 - Advanced Research Techniques - (Wednesdays 1-1:50 PM) throughout the Spring 2018 semester. Completely re-designed the curriculum for this class in collaboration with Elaine Martin.

Trained and supervised Reese Benoit, new Graduate Assistant in Instruction (August 2018-present).

Migrated subject guides for UNIV100 and English 100 level classes to the new LibGuide platform. Developed interactive widgets and integrated visual elements to improve guide clarity and engage student interest.

Redesigned the standard UNIV100 and ENGL100 level class tours in collaboration with Tiffany Ellis to (1) include more hands-on, interactive, and peer-to-peer learning, and (2) ensure that the many students who visit the library with both their UNIV100 and ENGL100 level classes would learn something new and different each time. Focused lessons to address most common points of first-year student research-related confusion and to guide students as they practiced efficient and effective academic research techniques.

Developed and facilitated class exercise for an English II AP class from Lafayette High School using rolling whiteboards, in which each student drew a diagram of the resources and research methods they had been using, and presented their diagram to the class. (March 14, 2018)

Developed class subject guides and curriculum to meet the needs of classes with a variety of unique research topics including Emerging Issues in Athletics (UNIV100), Clues, Mysteries, & Whodunnits (UNIV100), Wanderlust and Adventure (UNIV100), Addiction, It's an Epidemic (UNIV100), Business for Everyone (UNIV100), Women in Medieval France (UNIV100), Marketing and Hospitality (UNIV100), Journey to Lafayette (UNIV100), South Louisiana Environmental Issues (UNIV100), Lafayette's Vigilantes (UNIV100), Professional Writing in the Academy (ENGL 360), Philosophy of Mind (PHIL 340), Legal Liabilities in Sport & PE (KNES 420), Biology Senior Seminar (BIOL 452), Thesis Planning, Managing & Writing (GEO 501),

Maintained a shared folder of instructional resources for library faculty with sample one-shot instruction agendas, exercises, subject guides, information literacy resources, library tour slides, resources on teaching methods, and tools for formative assessment of student progress during classes. This resource bank reduces duplication of effort, saves library faculty time, and encourages best practices in library instruction.

Maintained an email folder shared in Zimbra with Tiffany and grad assistants for Instruction that includes all correspondence with professors relating to the scheduling of classes, information related to their instruction requests, and any attached assignments, syllabi, or other documentation of instruction needs. This allows all three of us to search and retrieve all of the correspondence related to any given class and instructor, improving communication and providing a layer of redundancy in case a last minute emergency prevents a scheduled library instructor from covering any given class.

Developed a shared Instruction to-do list online that includes all correspondence with professors relating to the scheduling of classes, information related to their instruction requests, and any attached assignments, syllabi, or other documentation of instruction needs. This allows Tiffany Ellis and the Graduate Assistant for Instruction to seamlessly support the scheduling, instruction interview, and documentation process at peak times of instruction request activity.

Served a one hour weekly shift at the Reference Desk, and filled in as needed (more often than the average library faculty member not working directly in the Reference department) to cover open shifts created by scheduling needs and staff





vacancies and to cover Friday afternoons as needed from 12:30-4:30 PM.

## Research Activities

### Directions

**Research:** Faculty are to conduct research and produce scholarship and creative works in their respective areas of specialization. Include or summarize the appropriate part of the department’s evaluation rubric.

**A. Publications, papers, exhibitions, etc.:** Separate publications according to the following recommended headings and distinguish between peer review and non-peer review: books, book chapters, journal articles, web-based journal articles, published multi-media, abstracts and proceedings, and exhibitions. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.

### Comments

Jennifer Hamilton (Self):

#### In Progress

*Creation and Use of Government Document Instruction Collections to Increase Understanding of and Engagement with Federal Depository Collection Resources.* Jennifer Hamilton and Sandra Himel. For submission to *DttP: Documents to the People*, a publication of the Government Documents Round Table (GODORT) of the American Library Association (ALA).

*A Survey of Academic Librarian Perceptions of Relative Effort to Write and Publish in Different Scholarly Formats.* Jennifer Hamilton and Cheylon Woods. For submission to *College & Research Libraries*, scholarly research journal of the Association of College & Research Libraries (ACRL), a division of the American Library Association.

This study (via a national online survey) seeks to measure the perceptions of academic librarians regarding the relative amounts of effort, time, and stress related to the production of a range of common types of scholarly publications including journal articles, book chapters, books edited, and books authored. The study further seeks to clarify the relative weight and importance to the profession of these types of publication at a regional, state, national, and international level, and whether there are emerging types of scholarly communication that should be considered in application for tenure and/or promotion.

*One-shot at what? Extending student support and opportunity for literacy instruction with strategic emphasis on marketing of reference services.* Jennifer Hamilton, Why and how marketing principles can be applied in a library one-shot to promote active use of reference and other library services, and how this approach aligns with the Framework for Information Literacy

*A Guide to Researching Ancient Panamanian History and Culture: An Annotated Bibliography.* Jennifer Hamilton. Panamanian history is a topic of increasing interest following recent archaeological excavations revealing an ancient Central American Valley of the Kings full of graves replete with ceramics, finely worked gold objects, and artifacts of daily life. Some of the indigenous Panamanian descendants of the people who made these objects and buried their dead with such reverence have continued and protected cultural traditions and worldviews that may be useful in illuminating the meaning of the

artifacts and burial practices of their ancestors. Finding existing research on this subject can be challenging, since it is scattered among a wide variety of academic disciplines. This annotated bibliography seeks to aid researchers by bringing together in one place key articles, subject headings, and search terms related to this important subject.

## Published

### ARTICLES

*Using Google Docs for Note Taking and Continuous Assessment in One-Shot Instruction*, ACRL Instruction Section Newsletter, Spring 2018 issue (Vol. 35, No. 1), pp. 2-3. <http://bit.ly/acrlisnews>

### MULTIMEDIA

[www.library360lab.org](http://www.library360lab.org) – Continued to host and monitor this web-based forum to share research and best practices related to interactive 360 tours and subject guides for library instruction and as a point of access for library services. Maintaining this web presence shares what our library faculty has learned about this innovative use of emerging 360 technologies with other academic and other types of libraries, and helps librarians interested in developing 360 tours and subject guides find us, ask questions, and share their own 360 experiments and lessons learned. 15 new librarians joined as registered forum members in 2018, of the total 24 current members. The most viewed posts (113 views) are in the “Tools and Platforms” section, where I have posted reviews of 360 development tools and hosting platforms.

**B Presentations invited speeches, performances, etc.: Separate presentations according to the following recommended headings: international, national, regional, and state. Citation format appropriate to the discipline, e.g., APA, AMA, MLA.**

## Comments

**Jennifer Hamilton** (Self):

### Presented

#### UNIVERSITY

Invited Panelist to present about and answer question regarding citation management programs at *Interfaces for Managing Research Lunch & Learn*, sponsored by the Graduate School, Oct. 11, 11:30-1:30PM.

#### STATE/REGIONAL

- *Subject Guide Makeovers: Interactive Embeds to Engage and Promote Use*. Louisiana Library Association Annual Conference, Alexandria, LA, March 2018.
- *Creating Interactive 360° Virtual Tours and Subject Guides*. Tech Tuesday Webinar. Southeast Florida Library Information Network. August 2, 2018. 11-12AM. (Invited)
- *More with Less? A Panel Discussion on Connecting LUC with LLA*. Patricia Brown, Sara Zimmerman, Ellen Jenkins, Jaime Barilleaux. Louis Users Conference (LUC), Sept. 12-14, 2018. (Invited)

#### NATIONAL



*Bringing Life to Your Library Services with 360° Virtual Tours.* American Library Association Annual Conference, New Orleans, LA, June 2018.

**C. University Supported Grants: Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding unit, funding amount, and annual research funding managed. Citation format appropriate to the discipline.**

**Comments**

**Jennifer Hamilton (Self):**

STEP Grant "Bibliographic Instruction Lab Enhancement." Submitted July 2018. \$26,700 to replace computers in the Bibliographic Instruction Lab. PI on grant with additional investigators Arthur Almazon and Tiffany Ellis.

**D. Externally Supported Grants: Separate grants according to active, pending, and completed. For each grant or contract list effective dates, role (PI or Co-PI) and % effort, project title, type of grant/contract, funding agency, funding amount, and annual research funding managed. Citation format appropriate to the discipline.**

**Comments**

**Jennifer Hamilton (Self):**

Collaboration Coordinator, **Acadiana Center for the Arts Mozilla Gigabyte Community Grant**, Project LoLA, March-Sept. 2018

In 2018, the Acadiana Center for the Arts (ACA) received a Mozilla Gigabyte Community Grant to provide a demonstration of the power of Internet 2 technology by hosting a live music performance and education event in collaboration with the Chattanooga Public Library. Chattanooga musicians and Lafayette musicians played together and learned songs from each other in front of a live audience in both locations, via a very high speed streaming connection. This performance was recorded for research purposes and will be archived as part of the University of Louisiana at Lafayette Cajun and Creole Music Collection (CCMC).

I was asked by the ACA staff to help them (a) research and learn more about Internet 2 technology and how it worked, and (b) help them to identify community collaborators who could provide an Internet 2 connection for use in their performance and for future projects. I coordinated with Sandy Himel of the CCMC, and Ben Blundell, UL Lafayette Associate Director of Network Services, and Francesca Vega, Partnerships and Giving Manager of the ACA. After some discussion, UL Lafayette provided the Internet 2 access on the condition of the recording being donated to the CCMC archives for research purposes. UL Lafayette was added as a named project partner in the grant report and event publicity, and at the performance on Sept. 25, 2018, UL Lafayette Archives and library services were featured both in the introduction and in the concluding Question and Answer session. See <https://learning.mozilla.org/en-US/gigabit/portfolio/lola-low-latency-audio-video-in-lafayette-pilot-program>

**E. Graduate Thesis Committee Member/Chair: includes serving on a graduate thesis or doctoral synthesis or dissertation as a member or chair of the committee. Indicate student, titles, and whether the student has defended and graduated (Note these sections previously were under section I Teaching, C Graduate Thesis/ Doctoral Synthesis/Dissertation Chair, D Graduate Thesis/ Dissertation/Synthesis Member).**

## F. Citations, patents, etc.: list all patents, inventions, and copyrights issued.

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## G. Recognition/ honors/ awards:

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### Comments

**Jennifer Hamilton** (Self):

Nominated for *Louisiana Library Journal* Article of the Year Award for

Plaisance, Heather C., Blair Stapleton, and Jennifer S. Hamilton. 2017. "LLA Conference Programming Trends 2007-17: A Decade of Collegiality in a Rapidly Changing Information Landscape." *Louisiana Libraries*, Fall, 21-27. Baton Rouge, LA: Louisiana Library Association.

## H. Research faculty development: grant writing workshops, online training, etc.

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### Comments

**Jennifer Hamilton** (Self):

*Visualizing Library Metrics: An Introduction*, Learning with LOUIS, Jan. 31, 2-3PM

*Zotero: Using and Supporting the Bibliographic Power Tool*, ACRL e-Learning Webcast, Feb. 22, 1-2PM

*Innovators & Scholars Seminar*, Dr. Qamar Rahman, Office of Vice President for Research, Innovation and Economic Development, March 21, 5-6PM

## I. Other

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## Service Activities

### Directions

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**Service:** Membership in the University community requires support of an active engagement in the governance of the institution, the college, and the department. Include or summarize the appropriate part of the department's evaluation rubric.

**A. Advising:** Enhance educational engagement of student through advising, mentoring, student organization advisor, etc. For example semester, the number of students, innovations, and awards.

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**B. Professional:** National, regional, and or local professional organization service includes reviewer, session chair, officer and or program coordinator, journal editor or editorial board member, panel participant, or featured speaker at a professional meeting, etc. For example Chair, Membership Committee, American Board of Chairs, and summarize accomplishments.

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## Comments

**Jennifer Hamilton** (Self):

### National

Member, American Library Association (ALA)

Member, Association of College and Research Libraries (ACRL)

ALA Annual Conference Ambassador Volunteer, American Library Association Annual Conference, New Orleans, LA, June 23, 2018.

### State

Member, Louisiana Library Association (LLA)

Academic Section Vice-Chair Elect, Louisiana Library Association, Jan-March

Academic Section Chair Elect, Louisiana Library Association, March-December – established and successfully hosted the first Louisiana-based national virtual conference for academic librarians and the first virtual conference in LLA history on Nov. 15, 2018. The Louisiana Virtual Academic Conference brought together 137 participants from Louisiana and 20 other states for one exciting day of presentations, lightning rounds, and workshops. Participation was free to 100+ LLA and ACRL-LA members, library school students, and presenters, and paid registrations raised \$900.

Planning Committee Chair, LLA/ACRL-LA Academic Library Virtual Conference, July-Nov. 2018.

Chair, LLA Academic Lunch Planning Committee, Jan-March

Member, LLA Annual Conference Publicity Committee 2018-19.

Volunteer Room Monitor, LLA Annual Conference, March 9

## C. University, college, department: Participation in university governance through committees, task forces, Faculty Senate, special projects such as accreditation, recruitment, etc.

## Comments

**Jennifer Hamilton** (Self):

### University

Member, Student Evaluation of Instruction Committee

Member, Planning Committee for the new Center for Teaching and Learning

Active Contributor to the 2020 QEP Plan – provided information and provided language for the planning documents with regard to how the library could actively support student research

Education Advisory Board Member, Hilliard Art Museum, University of Louisiana at Lafayette (2017-present).

Taught an Honors Program Seminar (Thursdays 11-11:50 AM) throughout the Spring 2018 semester. (Automatically imported into Section A of Teaching Activities, but as volunteer service this activity should count only in this section).

### Library



- Co-chair, Departmental Librarians Committee
- Member, Assessment Committee Member
- Member, E-Resources Collection Development Committee
- Member, Publicity Committee
- Member, Web Site Committee

**D. Community: Typically, pro bono work for a non-profit organization using expertise from one’s discipline include presenting continuing education, programs for public organizations, service on public boards, etc. For example name of the organization, service performed, and effort.**

**Comments**

**Jennifer Hamilton (Self):**  
 Presenter, Miles Perret Cancer Services, *Finding the Health Information You Need*, Survivor Workshop, Feb. 27, 6-7PM  
 Board Member, Louisiana Folk Roots, 2016-present,  
 Board Secretary, Louisiana Folk Roots, March 14 – present  
 Admissions Co-coordinator, Balfa Week, April 19-26  
 Admissions Co-coordinator, Blackpot Music Festival & Cookoff, Oct. 26-28

**E. Advising and service faculty development: workshops, online training, etc.**

**Comments**

**Jennifer Hamilton (Self):**  
*How Can I Be an Effective Mentor?* - Monday Morning Mentor Series, March 19

**F. Other**

**Administration Activities (if applicable)**

**Directions**

**Administration:** Approved by Dean and Provost/Academic Vice-President. List significant administrative roles, responsibilities, and actions taken. The relative importance of the components varies depending on the role and mission of the unit. These roles may serve multiple constituencies, including students, faculty, higher-level administrators, and alumni and other groups external to the University.

**A. Academic leadership: student success, qualified faculty, and personnel, instructional programs.**

**B. Administrative leadership: governance, unit organizations, communication.**

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**C. Role specific duties: may include development, recruitment, accreditation, etc.**

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**D. Leadership development: workshops, conferences, online training, etc.**

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**E. Other**

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**Summary**

**Rating Scale**

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Score	Rating	Description
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2.9	Needs Improvement	
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3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

**Overall Summary:**

Reviewer	Rating
Elizabeth Stapleton (Manager)	4.9 - Exceeds Expectations
Susan Richard (Dean)	4.8 - Exceeds Expectations

**Comments**

**Elizabeth Stapleton (Manager):**

Jennifer is an incredible asset to the Library, the University, and the library profession as a whole. She is more dedicated to her job than anyone I've ever seen. She is always ready and willing to help faculty, students, and her colleagues. Jennifer continuously goes above and beyond the required responsibilities for her position and for that of an academic librarian. Her innovations and her ability to stay up-to-date with library trends have positively effected the overall environment of the library.

**Susan Richard (Dean):**

Jennifer demonstrates excellence in meeting her position responsibilities. She has grown professionally and remains current with the literature, trends, skills, and knowledge relevant to instructional services. She collaborates with others within the library and across the university and forms effective working relationships with all. She is a



true asset to the Library.

Teaching:  $60\% \times 5.0 = 3.0$

Research:  $20\% \times 4.5 = 0.9$

Service:  $20\% \times 4.5 = 0.9$

Total: 4.8

## Teaching Evaluation

### Directions

**Instruction:** (formal credit courses and other pedagogical activities)

Evidenced by achievement of learning outcomes e.g., classroom materials, innovation, learning technologies, level and type of classes taught, evaluation by students (SEI) and others, faculty/student relations.

Demonstrates cooperation and collaboration in course and curriculum development e.g., fairness, effective mentoring.

### Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	
2.0	Needs Improvement	Requires improvement in one or more areas
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	

2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

Percent of Workload (Instruction)      60

### Activity Summary

#### Comments

**Elizabeth Stapleton** (Manager):

- Made contribution which improved the operations of the library (5)
  - Jennifer forgot to add this in her evaluation, but she developed two surveys for the Office of First Year Experience to evaluate the prior research experience of incoming students, test their information literacy, determine the extent of any research they did in their first semester of college, and whether they accessed library help and/or used library research to accomplish that research.

- This project has greatly aided in our library assessment efforts as well as helped the First Year Experience program to determine the research needs of the university's incoming students.
- Led a special project with library-wide implications (5)
  - Jennifer worked with two colleagues to design and implement innovative 360 tours for our Public Services department, Special Collections, Cajun and Creole Music Collection, Government Documents, and served as a consultant for the Gaines Center tour. This project serves as an enhancement to the library tours and instruction sessions that our library offers.
- Selected for UL Lafayette award or state, regional or national award in the profession (5)
  - Along with Heather Plaisance and myself, Jennifer received the "Article of the Year" award from the Louisiana Library Association
    - This is listed in the "Library Responsibilities" section of the rubric, but I feel as though it should be in the "Research Activities" section because that is where it falls in the evaluation.
- Consulted as an expert in the profession or job-related area (5)
  - Served as a consultant for Cheylon Woods on the creation of the 360 tour for the Ernest J. Gaines Center.
- Curated an exhibit as a special project (4)
  - Worked with Heather and Tiffany to create two exhibits, one for National Poetry Month and one for Banned Books Week
- Mentored colleagues with regard to assigned library responsibilities, formally or informally (4)
  - Co-coordinated and participated in the Tenure Support Group
- Documented use of outstanding skills, methods and knowledge required for position (4)
  - Jennifer continued to grow the number of classes and information sessions offered by our library. She implemented new strategies and assessment tools while maintaining a superior level of service for all of the faculty and students who come to the library for instruction. With Tiffany Ellis, she redesigned the standard UNIV 100 and ENGL 100 level class tours and she developed class subject guides to meet the needs of classes with a variety of unique research topics. Jennifer always goes above and beyond the call of duty for her position and offers incredible service and dedication to the library.

## Strengths/weakness

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### Comments

**Elizabeth Stapleton** (Manager):

Jennifer's level of service is excellent. Her contributions to the Library are commendable.

## Recommendations

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### Comments

**Elizabeth Stapleton** (Manager):

To continue her high-level of service to the library.

To continue to develop online learning tools to enhance the instructional services that are available to all students.

## Section Rating

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Reviewer	Rating
Elizabeth Stapleton (Manager)	5.0 - Exceptional
Susan Richard (Dean)	5.0 - Exceptional

## Research Evaluation

### Directions

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**Research and Scholarship:** (basic or applied research, creative endeavors, performances and/or related activities)

Evidenced by peer review; e.g. publications, presentations, grants, performances;

Demonstrates apt balance of independent and collaborative efforts e.g., respect for colleagues; mentoring new researchers and scholars.

### Rating Scale

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Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	Requires improvement in one or more areas
2.0	Needs Improvement	
2.1	Needs Improvement	
2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	

2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

Percent of Workload (Research) 20

### Activity Summary

#### Comments

**Elizabeth Stapleton** (Manager):

- Had a manuscript accepted for scholarly publication (5)
  - Jennifer worked with Heather Plaisance and myself to have an article published in *Louisiana Libraries*.
- Designed and/or presented a program or activity for a local, state and regional audience related to research/scholarship activities (4)
  - Jennifer presented with other colleagues at the Louisiana Library Annual Conference in Alexandria, LA.

- Designed and/or presented a program or activity related to research/scholarship activities for a national audience (5)
  - Jennifer collaborated with Heather Plaisance and myself to present at the American Library Association national conference in New Orleans, LA.
- Collaborated in leading workshop/training/faculty development opportunities related to research/scholarship activities (4)
  - Jennifer was invited to participate in the Tech Tuesday Webinar for the Southeast Florida Library Information Media Network
- Received university funding as principal investigator or as an active co-principal investigator of a grant (4)
  - Jennifer worked with Tiffany Ellis and Arthur Almazan to receive \$26,700 from the STEP grant program to purchase new computers for the Bibliographic Instruction Lab.

### Strengths/Weakness

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#### Comments

**Elizabeth Stapleton** (Manager):

Jennifer's contributions to the profession through publication and research is commendable.

### Recommendations

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#### Comments

**Elizabeth Stapleton** (Manager):

To continue with research and publication as her interests evolve.

### Section Rating

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Reviewer	Rating
<b>Elizabeth Stapleton</b> (Manager)	4.9 - Exceeds Expectations
<b>Susan Richard</b> (Dean)	4.5 - Exceeds Expectations

### Service Evaluation

#### Directions

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**Service:** (department, college, or university committees; community development, and professional organizations, formal and informal advising) Evidenced by active engagement e.g., faculty mentoring, recruitment, and organizational responsibilities. Demonstrates leadership e.g., cooperation, and positive attitude.

Advising and Student Life (if applicable) evidenced by work that enhances the educational experiences of students, e.g.,

advising, mentor, advisor to student organizations, student engagement.

## Rating Scale

Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	
2.0	Needs Improvement	Requires improvement in one or more areas
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2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
3.1	Meets Expectations	
3.2	Meets Expectations	
3.3	Meets Expectations	
3.4	Meets Expectations	
3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained

annually

4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

### Additional Information

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Percent of Workload (Service)                      20

### Activity Summary

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#### Comments

**Elizabeth Stapleton** (Manager):

- Chaired an active committee, a project, or a taskforce in a professional organization (5)
  - Jennifer served as the Vice-Chair Elect and the Chair of the Academic Section of the Louisiana Library Association
- Was an active member of professional organization; attended meetings and participated in activities (4)
  - Jennifer is an active member of the Louisiana Library Association (Planning Chair Committee, LLA Annual Conference Publicity Committee, and Volunteer Room Monitor) and the American Library Association
- Led workshop/training/faculty development opportunities related to service (5)
  - Jennifer worked with Heather Plaisance and other members of the Louisiana Library Association to create the first Louisiana Virtual Academic Conference (November 15, 2018)
- Designed and presented a program or activity for a local, state and regional audience related to service (4)
  - Jennifer presented at the Miles Perret Cancer Services Survivor Workshop (February 27, 2018)

### Strengths/Weakness

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#### Comments

**Elizabeth Stapleton** (Manager):

Jennifer's contributions to the University and Library through her service on committees is commendable. Her active participation in professional organizations brings great value to the profession.



## Recommendations

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### Comments

**Elizabeth Stapleton (Manager):**

To continue her high-level commitment to service.

## Section Rating

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Reviewer	Rating
Elizabeth Stapleton (Manager)	5.0 - Exceptional
Susan Richard (Dean)	4.5 - Exceeds Expectations

## Administration Evaluation (if applicable)

### Directions

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**Administration:** (Applicable only to faculty members with administrative appointments with formal release-time)

Administers effectively; creates supportive culture; demonstrates tolerance of difference; implements consultive decision-making; fosters the unit's goal-focused performance; etc.

Demonstrates leadership, efficient and effective management, effective communication, and mentoring.

### Rating Scale

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Score	Rating	Description
NA	Not Evaluated	
1.0	Unsatisfactory Performance	Requires significant improvement in one or more areas
1.1	Unsatisfactory Performance	
1.2	Unsatisfactory Performance	
1.3	Unsatisfactory Performance	
1.4	Unsatisfactory Performance	
1.5	Unsatisfactory Performance	
1.6	Unsatisfactory Performance	
1.7	Unsatisfactory Performance	
1.8	Unsatisfactory Performance	
1.9	Unsatisfactory Performance	Requires improvement in one or more areas
2.0	Needs Improvement	
2.1	Needs Improvement	

2.2	Needs Improvement	
2.3	Needs Improvement	
2.4	Needs Improvement	
2.5	Needs Improvement	
2.6	Needs Improvement	
2.7	Needs Improvement	
2.8	Needs Improvement	
2.9	Needs Improvement	
3.0	Meets Expectations	Quality, performance/productivity can be strengthened and sustained annually
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3.5	Meets Expectations	
3.6	Meets Expectations	
3.7	Meets Expectations	
3.8	Meets Expectations	
3.9	Meets Expectations	
4.0	Exceeds Expectations	High quality, performance/productivity that can be sustained annually
4.1	Exceeds Expectations	
4.2	Exceeds Expectations	
4.3	Exceeds Expectations	
4.4	Exceeds Expectations	
4.5	Exceeds Expectations	
4.6	Exceeds Expectations	
4.7	Exceeds Expectations	
4.8	Exceeds Expectations	
4.9	Exceeds Expectations	
5.0	Exceptional	Distinction, extraordinary productivity/performance beyond annual expectations

**Additional Information**

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Percent of Workload (Administration)

**Activity Summary**

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Strengths/Weakness

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Recommendations

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Section Rating

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**Acknowledgment**

Directions

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**Acknowledgment.** My signature below indicates that I have seen this form after it has been completed by my unit head or director (including the recommended merit category) but does not imply my agreement with this evaluation. I understand that I may submit, by the deadline indicated in the Administrative Calendar, a written statement of any concerns about or disagreements with this evaluation and that my statement will be attached to this evaluation form before it is transmitted to the dean.

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

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Provost

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

X  
\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

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