

University of Louisiana at Lafayette - Edith Garland Dupré Library - Faculty Expectations and Evaluation

LIBRARY RESPONSIBILITIES: The fulfillment of the responsibilities of the librarian's primary assignment indicates competence and performance in librarianship. General characteristics expected of all librarians regardless of job assignment include: consistency in job performance; attendance; imagination and skill in solving complex problems; ability to innovate; initiative in improving processes and services; ability to organize work and produce results; ability to apply professional principles and standards to local situations; ability to effectively perform a variety of library functions; ability to work effectively in a team environment; flexibility to adapt to new technologies and acquire new skills; accuracy and attention to detail; effective communication skills; effective decision making; supervision (if assigned); and leadership.

Level of Performance for: LIBRARY RESPONSIBILITIES	
<p>5 = Distinctive/Exemplary performance Distinction, requiring extraordinary productivity and performance that is not expected to be replicated on an annual basis</p>	<p>Meets all requirements for Level 3 and in addition, documents 3 or more of the following areas:</p> <ul style="list-style-type: none"> • Documented use of exemplary skills, methods and knowledge required for position • Made contribution(s) which improved the operations of the Library • Consulted as an expert in the profession or job-related area • Demonstrated leadership in a specialty area which resulted in the advancement of the profession • Served as a model for other librarians and/or potential librarians as demonstrated by awards, recognition or other documentation • Accepted additional leadership responsibilities • Selected for UL Lafayette award or state, regional or national award in the profession • Led a special project with library-wide implications • Implemented an innovative service or strategy • Led workshop/training/faculty development opportunities related to library responsibilities
<p>4 = Exceeds expectations High quality performance/productivity that could be sustained on an annual basis</p>	<p>Meets all requirements for Level 3 and in addition, documents 2 or more of the following areas:</p> <ul style="list-style-type: none"> • Documented use of outstanding skills, methods and knowledge required for position • Made contribution(s) which improved the operations of the department • Mentored colleagues with regard to assigned library responsibilities, formally or informally • Trained colleagues on library resources or emerging technologies • Accepted additional library responsibilities • Initiated an innovative service or strategy • Planned an innovative service or strategy • Evaluated a completed innovative service or strategy • Curated an exhibit as a special project • Led a special project • Collaborated in leading workshop/training/faculty development opportunities related to library responsibilities
<p>3 = Meets expectations Good performance/productivity that could be strengthened and still sustained on an annual basis</p>	<ul style="list-style-type: none"> • Completed assigned library responsibilities • Demonstrated proficiency in skills, methods and knowledge required for position • Contributed to the library mission and departmental goals • Worked effectively with other university departments to achieve mutual goals • Kept abreast of current developments in the profession • Utilized available technology effectively and efficiently • Demonstrated proficiency in communication skills • Demonstrated a clear understanding of library and departmental policies and operations and an ability to justify and interpret these to library users • Exhibited a professional attitude with sensitivity to user needs • Exhibited a professional attitude in interpersonal relationships with colleagues, library staff and library users • Demonstrated flexibility/adaptability and responded appropriately to positive criticism and evaluation • Participated in workshop/training/faculty development opportunities related to library responsibilities

<p>2 = Does not meet expectations Requires improvement in one or more areas</p>	<ul style="list-style-type: none"> • Sometimes failed to meet obligations to colleagues with regard to assigned library responsibilities • Sometimes demonstrated lack of cooperation or ability to contribute to the library mission and departmental goals • Sometimes demonstrated poor communication skills • Sometimes failed to demonstrate a clear understanding of library and departmental policies and operations or an ability to justify and interpret these to library users • Sometimes failed to exhibit a professional attitude with sensitivity to user needs • Sometimes failed to exhibit a professional attitude in interpersonal relationships with colleagues, library staff and library users • Sometimes lacked flexibility/adaptability or responded inappropriately to positive criticism and evaluation • Did not participate in workshop/training/faculty development opportunities related to library responsibilities
<p>1 = Poor performance Requires <u>significant</u> improvement in one or more areas</p>	<ul style="list-style-type: none"> • Often failed to meet obligations to colleagues with regard to assigned library responsibilities • Often demonstrated lack of cooperation or ability to contribute to the library mission and departmental goals • Often demonstrated poor communication skills • Often failed to demonstrate a clear understanding of library and departmental policies and operations or an ability to justify and interpret these to library users • Often failed to exhibit a professional attitude with sensitivity to user needs • Often failed to exhibit a professional attitude in interpersonal relationships with colleagues, library staff and library users • Often lacked flexibility/adaptability or responded inappropriately to positive criticism and evaluation • Did not attend workshop/training/faculty development opportunities related to library responsibilities
<p>0 = Unacceptable Performance is not acceptable in one or more areas</p>	<ul style="list-style-type: none"> • Consistently failed to complete routine assigned library responsibilities • Consistently demonstrated lack of cooperation or ability to contribute to the library mission and departmental goals • Consistently demonstrated unacceptable communication skills • Consistently demonstrated little understanding of library and departmental policies and operations or an inability to justify and interpret these to library users • Consistently exhibited an unprofessional attitude with sensitivity to user needs • Consistently exhibited an unprofessional attitude in interpersonal relationships with colleagues, library staff and library users • Consistently demonstrated inflexibility/adaptability or responded inappropriately to positive criticism or evaluation • Reported no workshop/training/faculty development related to library responsibilities

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RESEARCH AND SCHOLARSHIP: Scholarship results in a product that is shared with audiences within the wider academic, professional and societal communities. Library faculty members are expected to continue their education and intellectual development throughout their professional lives. These activities include, but are not limited to: publication of books, book chapters, journal and other periodical articles, and conference proceedings; indexing and abstracting; exhibits; book reviews in scholarly publications; presentation of scholarly papers/poster sessions at professional conferences, job-related presentations to community groups; editorship or editorial contributions for scholarly publications; and grant proposals.

Level of Performance for: RESEARCH AND SCHOLARSHIP	
<p>5 = Distinctive/Exemplary performance Distinction, requiring extraordinary productivity and performance that is not expected to be replicated on an annual basis</p>	<p>Meets all requirements for Level 3 and in addition, documents 2 or more of the following areas:</p> <ul style="list-style-type: none"> • Edited a scholarly or professional publication • Had manuscript(s) accepted for scholarly publication • Demonstrated a publication record that influences practices related to the profession • Received funding as the primary investigator of a grant from an external agency • Received funding as an active co-principal investigator of a grant from an external agency • Submitted a substantial proposal as principal investigator or an active co-principal investigator of a grant to an external agency • Received doctorate, subject masters and post MLS certification • Designed and/or presented a program or activity related to research/scholarship activities for a national audience • Led workshop/training/faculty development opportunities related to research/scholarship activities
<p>4 = Exceeds expectations High quality performance/productivity that could be sustained on an annual basis</p>	<p>Meets all requirements for Level 3 and in addition, documents 2 or more of the following areas:</p> <ul style="list-style-type: none"> • Submitted manuscript(s), relevant to the profession, for scholarly publication • Served as associate editor, features editor, column editor and guest editor of a scholarly or professional publication • Reviewed manuscript submission(s), relevant to the profession, for a professional organization or a journal or a book publisher • Served on the editorial advisory board for a scholarly publication • Curated an exhibit outside of assigned library responsibilities • Mentored colleagues with regard to research/scholarship activities, formally or informally • Consulted locally, state-wide, nationally and/or internationally related to research/scholarship activities • Demonstrated sustained research/scholarship activities related to the profession • Submitted a university or external proposal as principal investigator or as an active co-principal investigator of a grant • Received university funding as principal investigator or an active co-principal investigator of a grant • Accepted into or is currently enrolled in doctoral, subject masters and post MLIS certification program • Designed and/or presented a program or activity for a local, state and regional audience related to research/scholarship activities • Collaborated in leading workshop/training/faculty development opportunities related to research/scholarship activities
<p>3 = Meets expectations Good performance/productivity that could be strengthened and still sustained on an annual basis</p>	<ul style="list-style-type: none"> • Demonstrated evidence of research/scholarship activities related to the profession • Participated in and documented activities to remain current in best practices for the profession • Participated in or contributed to grant activity • Participated in faculty development activities related to research/scholarship activities
<p>2 = Does not meet expectations Requires improvement in one or more areas</p>	<ul style="list-style-type: none"> • Provided insufficient evidence of research/scholarship endeavors • Provided insufficient evidence of activities to remain current in best practices for the profession • Provided insufficient evidence of grant activity • Did not participate in or attend faculty development activities related to research/scholarship activities

<p>1 = Poor performance Requires <u>significant</u> improvement in one or more areas</p>	<ul style="list-style-type: none"> • Reported very little research/scholarship • Reported very little activities to remain current in best practices for the profession • Reported very little grant activity • Reported very little workshop/training/faculty development activities related to research/scholarship activities
<p>0 = Unacceptable Performance is not acceptable in one or more areas</p>	<ul style="list-style-type: none"> • Reported no research/scholarship • Reported no activity to remain current in best practices for the profession • Reported no grant activity • Reported no workshop/training/faculty development activities related to research/scholarship activities

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SERVICE: Librarians are strongly encouraged to hold memberships in professional and scholarly organizations and to become active participants through committee work, programs/poster sessions, leadership and other service to these organizations. Library faculty members are expected to make significant contributions to the University's mission through participation on library and university committees, task forces and civic organizations. Community service contributions by librarians include both those related to librarianship and other voluntary efforts that enhance the quality of life in the community.

Level of Performance for: SERVICE	
<p>5 = Distinctive/Exemplary performance Distinction, requiring extraordinary productivity and performance that is not expected to be replicated on an annual basis</p>	<p>Meets all requirements for Level 3 and in addition, documents 2 or more of the following areas:</p> <ul style="list-style-type: none"> • Served in an elected office of a professional organization on a national level • Chaired an active committee, a project, or a taskforce in a professional organization • Was recognized by a professional organization for active service • Served on an accrediting or certification agency/group • Chaired a university or library-level committee (including ad hoc committees) with an active agenda and meeting schedule and with new initiative(s) • Accepted leadership responsibilities for a committee/service as requested by the UL Lafayette President or Library Dean • Served in an elected or appointed office of a local, state and regional community organization • Chaired a committee, project, or taskforce in a community organization • Was recognized by a community organization for active service • Created a community initiative • Led workshop/training/faculty development opportunities related to service
<p>4 = Exceeds expectations High quality performance/productivity that could be sustained on an annual basis</p>	<p>Meets all requirements for Level 3 and in addition, documents 2 or more of the following areas:</p> <ul style="list-style-type: none"> • Served in an elected office of a professional organization on a local, state and regional level • Served as a consultant to other schools/programs, libraries, community organizations or other entities • Served as a grant reviewer • Was an active member of professional organization(s); attended meetings and participated in activities • Mentored colleagues with regard to professional development, formally or informally • Served as a faculty advisor to a student organization • Chaired a university or active library-level committee (including ad hoc committee) • Fulfilled a leadership role in library or university service • Designed and presented a program or activity for a local, state and regional audience related to service • Coordinated community service activities • Sustained an active role in community service • Collaborated in leading workshop/training/faculty development opportunities related to service
<p>3 = Meets expectations Good performance/productivity that could be strengthened and still sustained on an annual basis</p>	<ul style="list-style-type: none"> • Was a member of a least one professional organization with involvement appropriate for rank and experience • Was an active member of a university or library-level committee; attended meetings, participated and assumed a larger role when asked • Took an active role in library or university service • Provided evidence of community service • Participated in faculty development activities related to service when available
<p>2 = Does not meet expectations Requires improvement in one or more areas</p>	<ul style="list-style-type: none"> • Was a member of a least one professional organization with no involvement • Was a member of a university or library-level committee but refused or was unable to assume more active or larger role when asked • Reported minimal library or university service • Reported minimal community service • Did not participate in or attend faculty development activities related to service when available

<p>1 = Poor performance Requires <u>significant</u> improvement in one or more areas</p>	<ul style="list-style-type: none">• Held no membership in professional organizations• Was a member of a university or library-level committee, but regularly missed meetings or did not participate• Reported no library or university service• Reported no community service• Attended no workshop/training/faculty development activities related to service when available
<p>0 = Unacceptable</p>	<ul style="list-style-type: none">• Generated negative publicity or attention for the University or Library