

EVALUATION FORM
(Internal Libraries Document)

FACULTY MEMBER COMPLETES TOP

Date: _____ Rank/Title: _____

Name: _____ Department: _____

Factor Weighting Analysis: It is assumed that the normal weighting of 40%-40%-20% (for Teaching, Research and Service, respectively for tenure track; 70%-10%-20% for non-tenure track) has been in effect during the past year. If different weights have been allotted for these three factors, please enter them in the boxes at right. **Note:** Changes from the usual weightings of 40-40-20 or 70-10-20 are to be negotiated with each faculty member according to unit policies for differentiated workloads.

LIBRARIANSHIP RESEARCH SERVICE

FIRST-LEVEL EVALUATOR COMPLETES NARRATIVE AND CHECKS RATING BOX

FACULTY RATING FOR LIBRARIANSHIP/TEACHING

Give a brief narrative statement which describes this faculty member's performance for librarianship/teaching:

LIBRARIANSHIP/TEACHING (supervisor checks box below)

Unsatisfactory	Below Normal Expectations, But Satisfactory	Meets Normal Expectations	Exceeds Normal Expectations	Far Exceeds Expectations
0	1	2	3	4

I have read this performance narrative.

Faculty Member's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Second-Level Supervisor's Signature: _____ Date: _____

Associate Dean's Signature: _____ Date: _____

Faculty Personnel Committee Signature: _____ Date: _____

Professional Development: Advice and Comments

(A Confidential Working Paper)

Faculty Name: _____ Department: _____ Rank: _____

In the space below, please provide the specific advice and comments you wish to convey to the faculty member to enhance his or her professional development.