Personnel Evaluation Report

Contract Renewal, Continuing Appointment, or Promotion of Academic Employees

Candidate's Name _____ Date: _____

Evaluator's Name/Rank: _____

_____

Action Considered (check one):

_____ Contract Renewal from_____ (date) to _____ (date)

_____ Continuing Appointment starting _____ (date)

_____ Promotion from _____ to _____

I. Effectiveness in Performance

(Provide narrative commentary to describe sources and evidence supporting your evaluation. Comments should be relative to the stage of career of the colleague. Address each of the following topics and other topics specific to the department as stated in the Department Guidelines.)

Perform Assigned Functions
Educate users and facilitate their acquisition of materials

Performance rating: _____ Unacceptable performance
_____ Needs improvement
_____ Acceptable performance
_____ Model performance

II. Professional Growth and Development

(Provide narrative commentary to describe sources and evidence supporting your evaluation. Comments should be relative to the stage of career of the colleague. Address each applicable topic and other topics specific to the department as stated in the Department Guidelines.)

Attendance at professional meetings, workshops, seminars, and conferences
Progress toward an additional degree or certificate
Professional reading
Study of a specific area of librarianship or job-related continuing education
Membership in professional organizations
Ongoing interaction with colleagues within and outside the institution
Development of knowledge in subject areas supportive of librarianship

Performance rating: _____ Unacceptable performance
_____ Needs improvement

_____ Acceptable performance
_____ Model performance

III. Contributions to the Profession

(Provide narrative commentary to describe sources and evidence supporting your evaluation. Comments should be relative to the stage of career of the colleague. Address each applicable topic and other topics specific to the department as stated in the Department Guidelines.)

Lectures or papers presented at professional conferences
Offices held or other active participation in professional organizations
Consulting work, grant seeking, and research
Publication of books, book chapters, book reviews, articles, and bibliographies
Honors, awards, and reputation among faculty and colleagues in the profession

Performance rating: _____ Unacceptable performance
_____ Needs improvement
_____ Acceptable performance
_____ Model performance

IV. University and Community Service

(Provide narrative commentary to describe sources and evidence supporting your evaluation. Comments should be relative to the stage of career of the colleague. Address each applicable topic and other topics specific to the department as stated in the Department Guidelines.)

Effective service on Milne Library, College, SUNY or committees
Service on College Senate
Participation in faculty, student, or community organizations
Holding public office

Performance rating: _____ Unacceptable performance
_____ Needs improvement
_____ Acceptable performance
_____ Model performance

IV. Conclusions

(Please provide narrative summary and comments.)

Summary Decision: _____ Recommended for current personnel action
_____ Not recommended for current personnel action