



Evaluation of Library Presentation Guidelines and Procedures

Guidelines:

1. The “Evaluation of Library Presentation” form is to be used for purposes of promotion and tenure documentation. This form and the procedures for using it have been developed to conform to guidelines from the Office of Academic Affairs regarding evaluation of instruction: http://www.oaa.admin.ohio-state.edu/handbook/iv_instruction.html.
2. Librarians are not required to use this form for every presentation; they may select presentations to evaluate using this form. However, it is recommended that at least two or three sessions a year be evaluated using this form, to provide sufficient documentation for promotion and tenure purposes.
3. Librarians may use other evaluations forms if they wish, and may collect and tabulate the forms on their own. This could be done if the librarian wishes to ask specific questions and collect data of interest to them personally. However, please note that such forms cannot be tabulated by Library Instruction Office staff and used for promotion and tenure documentation.
4. The Evaluation of Library Presentation form may be used for both course-related instruction and for other types of OSUL instruction presentations, such as database searching workshops, orientations, etc. It may also be used for sessions in which two or more librarians team-teach. However, librarians who teach Kent State courses, numbered courses at OSU for which students fill out SEI forms, CE workshops for librarians, and other non-OSUL educational programs are not expected to use this form. The evaluation summaries from these programs and courses should be sent to the Human Resources department to be placed in files. They will also be considered for promotion and tenure purposes.

Procedures:

1. Obtain a return envelope and sufficient evaluation forms for the number of students in the presentation from the Library Instruction Office (call Fred Roecker at 2-5172).
2. Fill out the information on the envelope — librarian name(s), course number/title of presentation, date of presentation.

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3. Before the session begins, ask the classroom instructor or a student volunteer to collect the evaluations at the end of the session, place them in the pre-addressed envelope, sign and seal it, and return it to the librarian/instructor. Allow enough time at the end of the class for students to fill out the evaluations and return them to the person designated to collect the forms.
4. At the direction of the Library Instruction Office, staff or student assistants will tabulate and summarize the evaluations, and will send a copy of the summary with the original evaluations to the librarian. A second copy will be placed in Section 4 of the librarians' personnel file. If two or more librarians team-teach, copies of the summary will be placed in each personnel file and sent to each librarian; the first librarian listed on the cover sheet will receive the original evaluations.
5. Librarians finding inaccuracies in the evaluation summary should contact the Library Instruction Office, whose staff will submit the corrected summary to the librarian's personnel file and as well as remove the incorrect summary. The Library Instruction Office will also send a corrected summary to the librarian(s).

IMPORTANT: In order to comply with OAA guidelines for promotion and tenure documentation of teaching, at no time before the evaluations are summarized may librarians examine the completed forms. Librarians may NOT collect the evaluations themselves.

NOTE: Evaluations sent to the Human Resources department before September 1, 2002 will be used for promotion and tenure documentation. After September 1, 2002, however, only evaluation summaries obtained according to these procedures and guidelines will be used for promotion and tenure documentation.