Faculty Annual Review - Mid-year Check-in Guide

During July, faculty and supervisors set a date, plan for and then meet to discuss performance in regards to Librarianship, Scholarship and Service. Use the following factors, which are intentionally linked to the Faculty Annual Review template, to assist in guiding the discussion.

Librarianship

Consider performance factors such as:

• Execution of particular position responsibilities, including assessment of productivity and quality of work.
• Flexibility, creative response to assigned responsibilities and emergent needs.
• Creativity and initiative, initiation of new projects, procedures, or functions which improve services.
• Interpersonal skills, effectiveness of working relationships and interactions with the public.
• Managerial skills, supervision and leadership.
• Oral and written communication skills.
• Planning, analytical and problem-solving abilities.
• Professional growth, with an on-going commitment to mastery of new skills.
• Collaboration within the Libraries and across campus.

Review faculty’s accomplishments since the beginning of the performance cycle. Discuss progress, any obstacles and solutions to current goals. Consider any areas of performance needing attention or improvement and establish developmental plan.

Scholarship

Provide an update on:

• Completed publications/creative projects, manuscripts submitted for publication, research in progress.
• Conference papers, lectures, scholarly presentations, etc.
• Research-related fellowships, grants/contracts, etc.
• New research projects.

Review faculty’s accomplishments since the beginning of the performance cycle. Discuss progress, any obstacles and solutions to current goals. Consider any areas of performance needing attention or improvement and establish developmental plan.

Service

Provide an update on:

• New or continuing active involvement in professional organizations relevant to librarianship.
• Service on Libraries and university committees and councils.
• External outreach activities.
• Serving as a consultant or advisor.

Review faculty’s accomplishments since the beginning of the performance cycle. Discuss progress, any obstacles and solutions to current goals. Consider any areas of performance needing attention or improvement and establish developmental plan.