



Summary Guide for FIRST YEAR Librarian Faculty

A first-year evaluation file is a Feedback Review only. You will have a Decision “Action” Review in year two.

[PERSONNEL CALENDAR:](#)

DISCLAIMER This document provides a summary of information contained within the negotiated [Memorandum of Agreement \(MOA\) Faculty Evaluation Procedures \(2015\)](#) and [Faculty Evaluation Policy \(2016\)](#). As such, it serves only as a resource from the Center for Teaching and Learning Design, and all faculty members have full responsibility for thoroughly reading and understanding the official terms. In addition, it is the responsibility of the employee to clearly understand the expectations of University, School, and Program Standards as it pertains to your position for potential tenure and promotion.



your file is open and provides further instructions.) For the Review File, you should do the following:

- a. Update your Curriculum Vitae. (Required)
- b. Write a one (1) page reflection (page length is a suggestion) on librarianship scholarship, and service in your first semester. The standards for library faculty are listed on pg. 13, 7.0 in the [Faculty Evaluation Policy 2016](#). The policy will also refer you to the 6.2 standards for scholarship, and 6.3 standards for service. (Required)

The Library Administrative Services Supervisor will have prepared the other required parts of your file (cover form, description of position and copies of letters written by reviewers (and rebuttals). If you need help, please meet with its staff member

Spring Term

- 1) By the appropriate deadline, meet with your Library Personnel Committee (LPC) about the draft of your faculty plan. (Required)

DEFINITIONS (with corresponding acronyms):

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