

UNIVERSITY OF SOUTH FLORIDA LIBRARIES

FACULTY PEER EVALUATION DOCUMENT

USF Libraries faculty are evaluated in writing once a year by their supervisors. Every year, each member of the USF Libraries faculty also has the opportunity to participate in a second process and be evaluated by a committee of his/her peers, who are elected from within the membership of the Library Faculty [as defined in the *Bylaws for the USF Libraries Faculty*, Article III, Sec A.]. The *Faculty Peer Evaluation Document* outlines the procedures by which librarians are reviewed by a committee of their peers and provides the criteria by which peer evaluation ratings are determined by the committee. Peer evaluation ratings may also be considered by university administration in determining a faculty member's differential salary adjustment.

The *Faculty Peer Evaluation Document* relies on the following documents for its authority:

Collective Bargaining Agreement, 2010-2013:

Employee Performance Evaluations, Article 10.4, (A-E)

Salaries, Article 23.1 (A)(1-3);

Promotion Guidelines for Librarians (May 2009); and the

USF Guidelines for Tenure and Promotion, (August 7, 1998)

The *Faculty Peer Evaluation Document* is divided into four sections:

Section I. Procedure

Provides a step-by-step account of the peer evaluation process

Section II. Evaluation Criteria

Presents criteria for judging the librarian's level of performance

Section III. Peer Evaluation Committee Appointment

Explains the procedures for the appointment of the Peer Evaluation Committee

Section IV. Timetable

Provides the timetable for the peer evaluation process

I. PROCEDURE

A. Librarian's Self-Evaluation (Optional)

1. The librarian prepares an annual self-evaluation of his/her significant accomplishments in the areas of research, creative and service activities during the preceding calendar year. The document should provide sufficient detail to convey the impact of his/her contributions. Faculty may use the USF Library Faculty Peer Evaluation Template to record their contributions.
2. The librarian completes the Percent Assigned and the Faculty Member's Self Review portions of the AFD/FAR system's Annual Review Summary, based on the evaluation criteria set forth in Section II, below. This Annual Review Summary form will serve as the cover sheet for the faculty member's documents.

3. If electing to participate in peer evaluation, the librarian assembles a copy of his/her self-evaluation, and the completed Annual Review Summary form. These documents are forwarded to the Chair of the USF Libraries Faculty Peer Evaluation Committee.

B. Peer Evaluation Committee (Optional)

4. The Peer Evaluation Committee reviews each librarian's self-evaluation and the completed Annual Review Summary form. Based on the librarian's job assignment, the completed Annual Review Summary form, the evaluation criteria set forth in Section II, below, the Committee completes the Peer Review Committee section of the Annual Review Summary form. If sufficient information is lacking, the Committee may ask to interview the librarian in question. Committee members may not evaluate themselves or librarians that they supervise.
5. For each librarian who participates in the peer evaluation process, the Committee provides a signed, written notification of its peer evaluation rating, along with a narrative supporting that rating. Librarians may also request a meeting with the committee to discuss their rating and receive a concise, written statement from the Committee, supporting its evaluation.
6. The Committee forwards the completed Annual Review Summary form, and the self-evaluation to the librarian's immediate supervisor.

II. EVALUATION CRITERIA

The annual librarian peer evaluation process considers the quality, quantity, and effectiveness of the librarian's performance with regard to service, research and creative activity. An **outstanding (5)** performance in research, creative and service activity would be one in which the librarian's knowledge, effort, and effectiveness have been well above the minimum requirements. A **strong to outstanding (4.5)** rating falls just below the outstanding level of performance. A **strong (4)** performance would be the next rating below strong to outstanding, followed by the rating of **satisfactory to strong (3.5)**. A **satisfactory (3)** performance rating follows and this would be one in which the librarian has satisfied all the minimum requirements. A **weak to satisfactory (2.5)** rating falls below the satisfactory rating. A **weak (2)** performance follows and would be one rating above **unacceptable to weak (1.5)**. An **unacceptable (1)** performance would be one in which the librarian has consistently failed to satisfy most or all of the minimum requirements.

Job assignments differ among librarians, but all have the following components:

A. Service

All service activities will be evaluated to include the significance and impact they have on the library, the University, the profession, and the external community. Service at the national and

international levels may be considered as more significant due to the potential for greater impact than service at the local and regional levels.

Service activities may include, but are not limited, to the following:

- Leadership of/membership on:
 - Library and library faculty committees, task forces, or work groups
 - University committees (e.g. search committees)
 - USF Faculty Senate or its committees/councils
 - Statewide library committees, sub-committees, or task forces
 - Local, state, regional, national, or international professional library or academic organizations (committees, boards, governing bodies, councils, etc.)
- Professional service to local, state, regional, national, or international organizations (e.g., archival processing or collection development for historical society)
- Editorial, peer-review, or grant review service
- Program planning
- Presentations to civic groups
- Service to public schools
- Consulting

Service activities may fall into three categories, as defined below.

1. Service to the Library and/or the University

Service of this type refers to active participation or leadership in the educational and administrative functions of the Library and/or the University through committees, task groups, organizations, etc. which relate to and further the mission of the Library, the University, and/or the State University System.

2. Service to the Profession

Service to the profession refers to active participation in local, state, national, or international professional organizations.

3. Service to the External Community

Service to the external community must relate to the basic mission of the University and should utilize the librarian's professional expertise. The [University of South Florida Guidelines for Tenure and Promotion, August 7, 1998](#), indicate that "the normal service associated with good citizenship are not usually evaluated as part of the . . . promotion process" (page 2). This also applies to the Peer Evaluation process. Service to the external community refers to contributions in local, state, and national affairs.

An evaluation of the librarian's service activities might consider the following: the number of the librarian's activities and the time spent on each; the level of the librarian's responsibility in the activity; the knowledge and creativity demanded by the activity; the activity's contribution to the

functioning or improvement of the library, the university, the community, or the profession; the activity's contribution to the librarian's professional development or the reputation of the library.

B. Research, Scholarship, Creative Activity

The purpose of research and creative activity at a university such as USF is to make a substantive contribution to the body of knowledge and understanding in one's discipline. All research/creative activities will be evaluated on the quality, significance, and impact of these activities in research librarianship. Research/creative activities, in fields other than librarianship, are acceptable if they relate to subject fields in which library faculty have professional assignments or subject expertise.

Research/creative activities include, but are not limited to, the following:

- Publication of articles in scholarly journals
- Publication of scholarly books
- Publication of chapters in scholarly books
- Editor or contributing editor of books, journals, magazines, or newsletters
- Published book or media reviews
- Published reports, such as an ERIC report
- Published audiovisual media
- Published computer software
- Submission of grant applications
- Success in obtaining grants
- Poster sessions at international, national, state, or local levels
- Papers presented at international, national, state, or local levels
- Presentations at international, national, state, or local levels
- Contributions to the educational and administrative functions of the Library and the University through quality in-house documents
- Contributions to the profession through development and publication of standards, guidelines, and best practices
- Original uses of technology or media

The peer evaluation process is the best means of judging significance and contribution of the candidate's research/creative work. An evaluation of the librarian's research, scholarship, and creative activity might consider the following: the number of the librarian's activities and the time spent on each; the level of knowledge, investigation, and creativity involved in the activity; the activity's contribution to knowledge or to the development of techniques; the activity's contribution to the librarian's professional development or the reputation of the library.

Note: In a given year the librarian may be active in **Service** or in **Research, Scholarship, Creative Activity** or in both. When the librarian chooses to be active in one area, the appropriate rating in the other area will be **Not Applicable**.

III. PEER EVALUATION COMMITTEE APPOINTMENT

The Peer Evaluation Committee has four members nominated and elected by the USF Libraries Faculty. It would be preferable to have broad representation coming from all units in the library. The Committee chooses its own Chair and members serve staggered two-year terms. Eligibility is limited to permanently appointed library faculty with at least one year at the USF Libraries. After the completion of one term, a member is not eligible to serve again for two years.

IV. TIMETABLE

Before the first workday in December

The outgoing chair of the Library Peer Evaluation Committee conducts a USF Library-wide election to elect members to the next Library Peer Evaluation Committee.

Before February 1

Librarians electing to participate in peer evaluation submit their annual self-evaluation and completed Annual Review Summary form to the Outgoing Chair of the Peer Evaluation Committee.

Upon receipt of all self-evaluations – The Outgoing Chair of the Library Peer Evaluation Committee will convene the first meeting of the Library Peer Evaluation committee. At its first meeting the Committee will elect a new chair.

Before the first workday in March

The Peer Evaluation Committee reviews each librarian's documents and forwards the completed Annual Review Summary form, with all attachments, to the appropriate supervisors. The committee drafts notification letters to be delivered to each librarian.

Revised 4/2/97. Revised timetable 9/9/99.

Approved by the USF Libraries faculty 1/31/2008.

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