

KEAN UNIVERSITY
Union, New Jersey

EVALUATION AND RECOMMENDATION FOR LIBRARIANS FOR REAPPOINTMENT

Date submitted to
Director of Library Services _____

Name of Candidate

Current Rank

Date of Initial Appointment

Recommendation of Library Personnel Committee: (X)

Reappointment () Involving Tenure () Not Involving Tenure ()

Non-Reappointment () *Vote Tally: Affirmative _____ Negative _____

Signature of Members of Library Personnel Committee (All must sign)**

	<u>Name</u>	<u>Rank</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

*The recording of the vote tally by the LPC is an optional procedure. While this is optional, the procedure shall be the same each year for all candidates and must be reviewed yearly. Although optional under present procedures, recording the vote tally can provide a better understanding of how the Candidate's colleagues evaluated the evidence for the recommendation.

**Signatures indicate membership on the committee and certify its recommendation. They do not indicate agreement or disagreement with Committee recommendation. In the case of disagreement, a signed minority report also may be submitted.

Candidate's Signature _____

Date _____

ACKNOWLEDGEMENT BY CANDIDATE

Before the Library Personnel Committee has finally taken action, the candidate must sign below to indicate that he or she is aware of one's rights and responsibilities in this personnel action.

This is to certify that the candidate:

1. is aware of the established criteria to be used.
2. has read the evaluations written by colleagues and has had the opportunity to discuss them with the latter.
3. is aware that a written response can be made to the evaluations.
4. is expected to indicate that he or she has seen each page of this folder by signing and dating each page individually.
5. is aware of the right to see and respond to any materials added to this folder beyond that presented by the candidate or required of the committee. (Such materials must be signed and dated by the author(s), and signed and dated by the candidate.)
6. acknowledges that the information presented by the candidate in the following pages is complete and accurate.

Candidate's Signature _____

Date _____

**SUMMARY OF CRITERIA FOR PERSONNEL ACTIONS
Agreement, Art. XVII, I and III**

I. Minimum Qualifications for Librarian Positions

A. Librarian III

1. Master's Degree in Library Science
- (2. Previous professional library experience is desirable, but not required.)

B. Librarian II

1. Master's Degree in Library Science
2. Three years' professional library experience
- (3. A second Master's Degree in another subject area and/or a reading competence in one foreign language is desirable, but not required.)

C. Librarian I

1. Master's Degree in Library Science
2. A second Master's Degree in another subject area or ABD status in an approved doctoral program. (Reading competence in one foreign language is desirable, but not required.)
3. Five years' professional library experience
4. A minimum of five additional years' professional library experience may be considered in substitution for the requirements stated in paragraph 2 above, depending upon the quality of the experience.
5. Demonstrated and/or potential administrative and coordinating ability.

II. The Major Criteria upon which the University expects the Personnel Committee to make recommendations are as follows:

- A. High Quality of Performance in the Area of Assigned Responsibility**
- B. Professional Contributions and Scholarly activity**
- C. Additional Academic Preparation as Evidenced by Advanced Degree
Other Relevant Course Work**
- D. Demonstrated and/or Potential Administrative and Coordinating**
- E. Participation in Library, University and Community Affairs**
- or
Ability

Candidate's Signature _____

Date _____

III. The Major Criteria upon which the University expects the Director to make recommendations:

The Major Criteria upon which the University expects the Director to make recommendations are the same as above (II, Page 3). The Director, prior to submitting his/her own independent evaluations and recommendations, if any, to the appropriate Vice President, will have a personal conference with the candidate.

IV. The criteria upon which the Library Personnel Committee will base its evaluations are A through E as listed in item II, page 3.

Candidates are to be evaluated in writing according to each of the above criteria by the Library Personnel Committee as a whole. This written committee evaluation is to be submitted directly to the office of the Library Director. The Associate Director shall also evaluate candidates in writing according to each of the above criteria and submit such evaluations to the office of the Library Director. The Assistant Director, if not a member of the Library Personnel Committee, shall evaluate candidates in writing as noted above for Associate Director. The Assistant Director evaluation, if necessary, will be only done for those individuals that he or she directly supervises.

1. The written evaluation must discuss separately criteria A & B.
2. It must be signed and dated by the candidate.
3. The candidate has the right to respond in writing to written evaluations.

The evaluation should be directed to such considerations as the following:

A. High Quality of Performance in the Area of Assigned Responsibility

Demonstrated ability among the following aspects of librarianship:

1. General
 - a. Current and retrospective bibliographic tools and sources of trade information.
 - b. Knowledge of appropriate sources of further information.
 - c. Current trends in various subject fields and the ability to relate new developments to older material.

Candidate's Signature _____

Date _____

A. High Quality of Performance in the Area of Assigned Responsibility

1. General (continued)

- d. Use of all current methods of literature searching.
- e. Receptiveness to the needs of others and the ability to cooperate/work effectively with colleagues, faculty and students.

2. Knowledge of and Facility with Information Technology

3. Instructional Ability (where applicable)

- a. To advise and assist students/faculty in the use of resources and techniques of research.
- b. To respond to inquiries accurately, promptly and efficiently.
- c. To render service of a special nature when requested.
- d. Familiarity with the library collection, book and other informational sources.

4. Interpretation of Bibliographical Records (where applicable)

- a. Extensive knowledge of bibliographical apparatus and skill in the application of professional techniques.
- b. Identification and description of bibliographic units.
- c. Interpretation of the notation of the classification schedules.
- d. Identify elusive or erroneous titles and establish main entries and appropriate subject headings.
- e. Arrange special collections for easy retrieval.

B. Demonstrated and/or Potential Administrative and Coordinating Ability Guidelines

Contributions toward advancement of the goals of the library such as:

- 1. Recognition of the need for, and testing of, new patterns of work organization.

Candidate's Signature _____

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library

2. Preparation of teaching aids and guides to particular kinds of material.
3. Initiation and enrichment of special services in the area of responsibility.

B. Demonstrated and/or Potential Administrative and Coordinating Ability Guidelines

4. Ability to handle complex searches with substantial independence.
5. Effective improvement, expansion or development of resources.
6. Application of analytic techniques to library operations and formulation of effective solutions to problems.
7. Cooperative effort in conjunction with other departments of the library.
8. Ability to work beneficially and effectively with all library patrons--faculty, students, staff and other library users.

Candidate's Signature _____

Date _____

ACADEMIC PREPARATION

A. Earned Degrees

<u>Degree Field of Study</u>	<u>Institution</u>	<u>Year Received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Matriculated Advanced Degree student (x) Institution
Field of Study Semester ~~hours~~ beyond Master's _____
Date degree expected _____

B. Additional Preparation _____

1. Relevant course work beyond the terminal degree.

N.B. An official up-to-date transcript must be presented here.

2. Language Competence

a. Demonstrated reading ability in the following languages.

b. Demonstrated working ability in the following languages.

c. Other language competence:

