Ingram Library
Librarian Performance Review Process

Supervisors should meet with their librarians on a regular basis throughout the evaluation period. On a semi-annual basis, librarians and supervisors should review goals for the evaluation period to see if changes and/or adjustments are needed. If changes to the goals are necessary, the primary supervisor should change the goals section of the evaluation to reflect these.

Steps to complete Librarian Annual Performance Evaluations.

- **Librarian**: Completes Librarian Performance Self-Evaluation and submits to supervisor by *date to be announced annually*.

- **Supervisor**: Completes Librarian Performance Evaluation form describing Librarians’ progress. Schedules a meeting to discuss evaluation and goals with Librarian. After Librarian has had an opportunity to review evaluation and goals he/she may choose to make comments on the evaluation before signing form.

- **Supervisor**: Completes Annual Performance Summary using information discussed during evaluation meeting, then forwards forms (the Librarian Performance Self-Evaluation, Librarian Performance Evaluation, and Librarian Annual Performance Summary) to the Associate Dean or Dean of Libraries as appropriate, by *date to be announced annually*.

- **Associate Dean**: Reviews and signs Librarian Performance Evaluations and Annual Performance Summary forms. All forms are then forwarded to the Dean of Libraries by *date to be announced annually*.

- **Dean of Libraries**: Reviews and signs all forms by *date to be announced annually*. At this time, the Dean may choose to comment or change overall review
rating.

- **Library Administrative Coordinator**: makes 2 copies of all the signed forms and gives the copies to the supervisor of the Librarian who has been evaluated, then files the originals in the individual’s permanent personnel file.

- **Supervisor**: advises the librarian what the outcome is of his/her annual performance review has been, and gives him/her a set of copies of all the signed documents.

- **Library Administrative Office**: After budget process is completed and raises are finalized, the Dean of Libraries or Associate Dean advises Librarians regarding their new salaries by *date to be announced annually.*