

Self Evaluation Guide - Librarians

1. Self-Evaluation Guide: The following appendices should not only serve to guide RT discussions, but also as a guide for the self-evaluation. The evaluatee should consider these professional responsibilities in conjunction with what has been emphasized throughout the year in work with the RT and what the evaluatee might want to work on for the future. The evaluatee should not consider this list as an exhaustive list of required points in their self-evaluation.

Librarians teaching courses will be evaluated according to Appendix A, section A. Teaches Effectively, in addition to Appendix B

Appendix A: Instructors

A. TEACHES EFFECTIVELY – This list of professional teaching responsibilities shall apply to all contract-faculty members teaching a course.

1. Uses a variety of strategies to promote student retention and successful course completion.
2. Provides timely and meaningful feedback to students on their progress throughout the course.
3. Provides a variety of methods to engage students in the learning process.
4. Uses a variety of teaching methods and expands teaching methodologies to address learning differences among students.
5. Uses student learning outcomes assessment to continually evaluate and inform effective teaching practices.
6. Maintains an inclusive and positive learning environment in the classroom.

Appendix B: Librarians

A. Library Responsibilities¹:

1. Reference:
 - a. Knowledgeable in both content and scope of reference collection.
 - b. Continually updates resource offerings in both print and electronic formats.
 - c. Prepares LibGuides on timely subjects, selecting quality print and online

¹ “Reference”, “Library Instruction/Information Competency”, and “Collection Development” are equivalent to “Teaches Effectively” in the instructional area of the library.

resources to support specific subject disciplines.

- d. Creates library displays that relate to campus life and current topics.
 - e. Maintains and enhances library website.
 - f. Provides appropriate reference service and support to diverse populations.
2. Information Competency:
 - a. Acts as a resource for information literacy in a variety of settings.
 - b. Creates/maintains online information literacy tutorials for the library.
 - c. Provides instruction on use of basic reference tools and research strategies.
 3. Collection Development
 - a. Knowledgeable about the scope and content of the collection.
 - b. Proactively identifies areas of the collection to update and enhance.
 - c. Oversees periodicals collection to ensure adequate coverage to support curriculum college-wide.

B. WORKS RESPONSIBLY WITHIN THE PROGRAM/COLLEGE/COMMUNITY

1. Actively participates in Academic Senate, District or other standing or ad hoc committees in order to further support the success of the college.
2. Participates in collaborative efforts with faculty, staff and administration.
3. Develops an understanding of college organization and procedures.
4. Engages in actions to promote institutional and departmental goals.
5. Works with advisory and accrediting groups specific to discipline (where appropriate).
6. Serves as a mentor/coach within/across disciplines.

C. DEVELOPS PROFESSIONALLY

1. Maintains connections to relevant organizations within their discipline.
2. Participates and ultimately takes leadership roles in continuing education activities within and across disciplines.

3. Stays current through reading and/or research, and demonstrates leadership in activities to share knowledge with colleagues.
4. Participates in and ultimately organizes professional development activities to promote an understanding of library offerings, information competency and research techniques.
5. Attends conferences and workshops relevant to discipline.

D. SUPPORTS STUDENTS

1. Maintains the library as a safe, supportive environment that focuses on student learning and promotes student success.
2. Actively educates themselves about available resources within the campus and community to support and encourage students
3. Demonstrates willingness to work with students individually and in student groups.
4. Assists students in engaging in activities that will advance their knowledge, skills and opportunities.
5. Advocates for students through professional contacts and assist other colleagues in becoming student advocates.