

**Appendix
Exhibit G**

**FURMAN UNIVERSITY LIBRARY FACULTY EVALUATION
SEPTEMBER 1, - AUGUST 31,**

Librarian's Name: _____

Title: _____ **Date:** _____

Librarian completes Part I; Director, Part II

PART I: LIBRARY FACULTY REPORT

A. Professional Record:

1. Highest earned degree: _____
2. Years full-time experience as Librarian at a senior college: _____
3. a. Years full-time at Furman (including current year): _____
b. Years part-time at Furman (including current year): _____
c. Years as Librarian in total: _____
4. Present academic rank: _____ Date of rank: _____

B. Library Responsibilities:

1. Record your responsibilities, as appropriate, for this academic year.
 - a. Reference hours (monthly): _____
 - b. Supervision (no. of staff and students): _____
 - c. Library committees served on: _____

d. Departmental Liaison: _____

e. Information Fluency sessions: _____

f. Other: _____

2. Record your goals for the 2006-2007 school year and their status. Describe your progress toward completion of the goals and other relevant information.

a. Comment on your effectiveness during the evaluation period. If you believe that your work has been particularly outstanding, please briefly explain.

3. Record your goals (include individual work goals, departmental and professional growth) for the 2007 – 2008 school year.

C. Professional Activity

1. Books and articles published or accepted for publication

2. Exhibits, presentations, seminars, workshops given

3. Role as panel discussant or session chair

4. Professional meetings attended

5. Membership in professional organizations (indicate any leadership roles)

6. Other significant professional activities

7. Comment on your effectiveness during the evaluation period. If you believe that your work has been particularly outstanding, please briefly explain.

D. Institutional Service (during the evaluation period):

1. Advising

2. University responsibilities
3. Grants proposed and/or currently being administered (relating to institutional service). For proposals, indicate funded or unfunded.
4. Service to or involvement with departments outside of the Library.
5. Comment on your effectiveness during the evaluation period. If you believe that your work has been particularly outstanding, please briefly explain.

E. Community Service and Other Factors (during the evaluation period):

1. Participation in civic, political, cultural, and religious activities. Comment on relevance to your work at Furman.
2. Other activities or factors not addressed above.

PART II: DIRECTOR OF LIBRARIES EVALUATION

Librarian: _____

As you evaluate this Librarian in each of the following categories, please indicate in each category the basis for your evaluation.

A. Library Responsibilities:

Evaluate this Librarian's effectiveness: refer to goal completion, additional accomplishments and report among colleagues and students. If you believe that this Librarian's efforts have been particularly outstanding during the evaluation period, please explain.

1. Evaluation:
2. Basis for evaluation:

B. Professional Activity:

Evaluate this Librarian's effectiveness with regard to professional activity. If you believe that this Librarian's professional activity has been particularly outstanding during the evaluation period, please explain.

1. Evaluation:
2. Basis for evaluation:

C. Institutional Service:

Evaluate this Librarian's effectiveness with regard to institutional service. If you believe that this Librarian's institutional service has been particularly outstanding during the evaluation period, please explain.

1. Evaluation:
2. Basis for evaluation:

D. Other Factors:

Comment on any other activities or factors not covered above.

Was this evaluation shared with the Librarian? Yes No

Director's signature: _____