

University Library Temporary Faculty Evaluation Criteria

Purpose and Policy Alignment

The University Library Temporary Faculty Evaluation Criteria aligns with [University Policy 1336](#) – Periodic Evaluation of Temporary Faculty Members. These criteria outline what is expected of temporary faculty as part of the “periodic evaluation report.”

This evaluation criteria recognizes that library faculty perform a broad range of professional responsibilities, including both instructional and non-instructional duties. Evaluations focus on professional performance and professional activities in alignment with the University Library’s mission of preservation, access, and research support.

Membership of Evaluation Committee

Membership of the Evaluation Committee shall be restricted to the full-time tenured faculty members of the department. The committee shall consist of a minimum of two members. The Department Chair may serve as a third member of the Evaluation Committee or may elect to conduct a separate review as part of the process.

The University Library faculty will elect the Evaluation Committee for membership prior to the start of the academic year for the review cycle.

The Department Chair will notify the Office of Faculty Affairs and the Dean of the University Library of committee membership.

Evaluation Materials/Periodic Evaluation Report

All temporary faculty under review shall submit a “periodic evaluation report” comprised of the following sections:

1. An updated curriculum vitae.
2. A self-assessment narrative, not to exceed two pages. The self-assessment narrative shall be reported on the University Library Temporary Faculty Evaluation Form.
 - a. The temporary librarian’s self-assessment narrative will include the following sections:
 - i. A teaching philosophy statement that shall outline commitment to assigned library units’ mission and goals. For this evaluation, “teaching” should emphasize how you support learning, access to information, and information literacy.
 - ii. A description and self-evaluation of the librarian’s primary responsibilities.

- iii. A description and self-evaluation of other activities such as special projects, workshops, professional activities, or other accomplishments related to the position.
- 3. Supplementary documents directly related to the assignment may be included as appropriate.

Additionally, Library faculty with credit-bearing teaching responsibilities shall submit the following:

- 1. All peer classroom observations during the evaluation period. One peer observation per calendar year should be conducted unless otherwise decided by the department. Additional peer observations shall also be conducted at the request of the temporary faculty member.
- 2. Statistical summaries of student survey scores from the current evaluation period for all courses taught during the period of evaluation, as defined in [University Policy 1329](#).
- 3. Syllabi for each different course taught during the evaluation period.
- 4. Any responses to written student input, as defined by [University Policy 1329](#), received by the department during the evaluation period.

Evaluation Categories and Criteria Rubric

A satisfactory score in all three categories is required for recommendation for reappointment.

Criteria	Teaching Philosophy Statement	Primary Responsibilities	Other Activities
Satisfactory	Teaching philosophy outlined commitment to assigned library unit's mission and goals.	Met and demonstrated expectations outlined in their job description.	Participated in special projects, workshops, professional activities, or other accomplishments related to the position.
Unsatisfactory	Teaching philosophy did not outline commitment to assigned library unit's mission and goals.	Did not meet and demonstrated expectations outlined in their job description.	Did not participate in special projects, workshops, professional activities, or other accomplishments related to the position.

The committee shall complete the TFEC Evaluation Form found on the Faculty Affairs Lecturer Periodic Evaluation webpage and uploaded through Interfolio by appropriate campus deadline.

Process of Evaluation

The candidate shall submit their Periodic Evaluation Report in accordance with Office of Faculty Affairs guidelines and by the deadline specified in the university's evaluation calendar.

The timeline for periodic evaluation of temporary faculty shall be determined by [University Policy 1337](#). For specific dates, visit the Faculty Affairs [Lecturer Periodic Evaluation](#) website.

Policy Compliance Statement

This document has been reviewed and updated to ensure alignment with [University Policy 1336](#) – Periodic Evaluation of Temporary Faculty Members (2020), and [Articles 15.23–15.30](#) of the CSU/CFA Collective Bargaining Agreement. It reflects the distinct responsibilities of library faculty, including both instructional and non-instructional assignments, and incorporates the required evaluation of components and procedures outlined in these policies.

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Approved by Library Faculty