

FLORIDA STATE COLLEGE AT JACKSONVILLE

**Evaluation of Faculty - Librarian**

Name

Empl ID

Department/Campus

Supervisor/Evaluator       Position Title

Date

1. **Essential Responsibilities for All Faculty**

**A. Basic**

\_\_\_ Works the contractual hours per week on College activities.

\_\_\_ Fulfills workload requirements as specified in the collective bargaining agreement and has an approved work schedule on file with the supervisor.

\_\_\_ Maintains required records in appropriate format.

\_\_\_ Follows College policies and procedures.

**\_\_\_ \* Participates in College planning and evaluation activities.**

**\_\_\_ \* Assists in the implementation of collegewide and campus goals.**

\_\_\_ Contributes to student success and retention activities.

\_\_\_ Complies with all applicable Florida Statutes regarding conflict of interest.

\_\_\_ Upholds ethical standards and principles as identified in the Florida Code of Conduct for Professional Educators in Florida.

**\_\_\_** Complies with all applicable government regulations regarding disabled students.

**\_\_\_ \* Maintains effective and professional student communication and interaction.**

\_\_\_ Keeps updated syllabus for each course.

\_\_\_ Follows procedure for the custody, use and protection of College property including classroom and office equipment.

\_\_\_ Maintains safe conditions in personal office.

\_\_\_ Uses technology as required to meet record keeping and reporting responsibilities and remains current in the use of technology.

**\_\_\_ \* Respects diverse populations and promotes academic success for all students.**

\_\_\_ Maintains professionally appropriate relationships with students.

**Rating**: \_\_ Exemplary \_\_ Satisfactory \_\_ Needs Improvement \_\_ Unsatisfactory

**B. Service and Professionalism**

**\_\_\_ \* Serves the College by providing expertise to College committees and task forces.**

\_\_\_ Attends campus and collegewide meetings, convocations and commencement ceremonies.

**\_\_\_ \* Collegiality: Exhibits professional behavior in interaction with all College employees.**

**Rating**: \_\_ Exemplary \_\_ Satisfactory \_\_ Needs Improvement \_\_ Unsatisfactory

**C. Professional Development**

**\_\_\_ \* Establishes and maintains participation in appropriate professional networks.**

**\_\_\_ \* Assists in mentoring of adjunct faculty.**

**\_\_\_ \* Stays current in discipline or program.**

**\_\_\_ \* Stays current in reference to teaching methodology.**

\_\_\_ Maintains professional certifications in field as required by accrediting agencies.

**Rating**: \_\_ Exemplary \_\_ Satisfactory \_\_ Needs Improvement \_\_ Unsatisfactory

**II. Specific Responsibilities for Librarians**

\_\_\_ Stays current in discipline and assists students, faculty and staff in the use of information science and technology.

\_\_\_ Develops student skill in finding, evaluating and using information.

**\_\_\_ \* Collaborates with other faculty and the assessment and certification center on the implementation and ongoing evaluation of the information literacy graduation requirement.**

\_\_\_ Develops, explains and promotes the use of library resources, including accompanying equipment and software to students, faculty, and staff.

\_\_\_ Provides collection development to support the curriculum, collection maintenance and collection management.

**\_\_\_ \* Provides information and instruction in the use of library resources.**

**\_\_\_ \* Serves as a resource in support of curriculum and instructional activities.**

\_\_\_ Prepares library resources for use by students, faculty and staff.

\_\_\_ Plans, conducts and evaluates in-service training for LRC staff as required.

\_\_\_ Develops budget recommendations, budget requests and monitors budget expenditures.

\_\_\_ Maintains and interprets statistical data, records, report and inventories as needed.

**Rating**: \_\_ Exemplary \_\_ Satisfactory \_\_ Needs Improvement \_\_ Unsatisfactory

**Overall Rating:**

 \_\_ Exemplary \_\_ Satisfactory \_\_ Needs Improvement \_\_ Unsatisfactory

Summary Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signatures:

Faculty Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

(***The signature of the faculty member does not necessarily imply agreement with the evaluation.)***

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Associate Provost: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_