

Librarian Annual Review Policy

Approved by the Bloomington Library Faculty: December 2015

1. Purpose and Uses of the Annual Report

University and campus policies require faculty and librarians to submit an annual report for use in campus information-gathering and faculty development.

2. In addition, the annual report:

- Informs, but does not determine, the merit adjustments made to salaries, as described in IUB Librarian Salary and Merit Policy
- documents communication between librarian, supervisor, and library administration about faculty development
- is considered part of an employee's record, governed by University policy ACA-27, Access to and Maintenance of Academic Employee Records
- forms part of the information provided to reviewers for the Third Year Review
- is NOT included in dossiers for tenure and promotion

Regular communication between supervisor and librarian is encouraged throughout the year, and should not be limited to the annual review process. Supervisors must counsel librarians on any problems in any area as they arise. Deficiencies should not be identified for the first time during the annual review process.

3. Eligibility

All tenured and tenure-eligible librarians and visiting librarians are required to submit an annual review. Librarians who were appointed after July 1 of the evaluation year are not required to submit an annual report.

4. Position Description

The librarian position description is used in the annual review process in conjunction with the annual report to help readers understand the nature of the position in relation to the librarian's description of that year's activities and accomplishments.

5. Content of the Annual Report

The annual report should consist of a general accounting of the year's activities and accomplishments. The report should succinctly describe the significance of activities and accomplishments, commenting on how they contribute to the mission of the libraries or the professional development of the librarian.

6. Evaluator Comments on the Annual Report

The evaluator should further explain the significance of the librarian's activities, providing context for how they contribute to the goals of the unit, library, campus, or university or the professional development of the librarian.

Comments suggesting areas of improvement, if any, should be clearly stated with specific recommendations for change and/or improvement provided when possible. Such statements should be followed up by both the librarian and the evaluator and addressed in the next review.

7. Expected Standards

Standards are drawn from the IU Bloomington librarian promotion and tenure criteria for the appropriate librarian rank. All librarians should be excellent in performance, as defined in the policy for each rank. For the expected standards in the other criteria, see the definitions of 'satisfactory' and 'very good' under each criteria for each rank in the policy.

8. Ranking Levels

Level I Ranking

The librarian does not meet the normal and expected standards.

Level II Ranking

The librarian meets the normal and expected standards.

Level III Ranking

The librarian exceeds normal and expected standards and deserves special recognition for outstanding accomplishments.

9. Overall Ranking

Level I Ranking

Librarians will automatically receive an overall Level I if:

- They receive a Level I in Performance, even if a Level II or above is achieved in both of the other categories.
- OR
- They receive a Level I in both Professional Development and Service, even if a Level II or above is achieved in Performance.

Level II Ranking

Librarians will receive an overall Level II if:

- They receive a Level II in Performance
- AND
- They receive a Level II in either Professional Development or Service.

Level III Ranking

Librarians will receive an overall Level III if:

- They receive a Level III in Performance
- AND
- They receive a Level III in either Professional Development or Service, with nothing less than a Level II in either of these two categories.

10. Response to Evaluator's Comments

Librarians who disagree with the comments and ratings made by the evaluator have the option to respond to the comments in writing as part of the annual review process.

Librarians who wish to dispute the comments, rankings, or salary determinations made by the Dean, may avail themselves of campus grievance procedures. See the Grievance and Review Procedures of the Bloomington Faculty and the IUB Librarian Salary and Merit Policy for more information.