



## Annual Performance Appraisal Form for Faculty Librarians

**Employee Name**

**Supervisor's Name**

**Position Title**

**Date**

**Campus:** ☐ Belle Glade ☐ Boca Raton ☐ Lake Worth ☐ PB Gardens ☐ District

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### Part 1: Instructional Effectiveness and Student Success

**Section 1.A: What was the most positive teaching experience you had this past year and why?**

**Section 1.B: List the two learning outcomes that were most challenging for your students (or alternatively most challenging for you to teach). For each of these two outcomes, describe how you measured your students' performance and the results of those assessments.**

**Section 1.C: How have you used the above learning outcome results to improve your teaching?**

**Supervisor Comments on Part 1**

☐ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

## Part 2: Relevant Feedback from Students and Supervisors

### Section 2.A: Student Assessments of Teaching

Analyze the numerical ratings provided by students for instructional sessions you taught and reference services you provided in the last year. In your summary for each category, indicate the number of students who provided ratings and the average response rate.

### Section 2.B: Instructional Observation Feedback

Summarize the feedback from your supervisor's observations of your teaching.

### Section 2.C: Feedback from Employers and/or Other Faculty

When available, summarize feedback from employers of your students, Business Partnership Councils or other faculty.

### Section 2.D: Application of Feedback to the Teaching Process

Reflect on the information provided in Sections 2.A, 2.B and 2.C, as well as the written comments from your student assessments of your instructional sessions and reference service. Describe how this information was or will be used to improve your teaching.

### Supervisor Comments on Part 2

☐ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

### Part 3: Continuing Professional Development

**Section 3.A: Summarize your professional development activities in the past year.**

**Section 3.B: Summarize any activities that helped you maintain or improve your knowledge of librarianship and the subject matter in your reference and instructional sessions or that document your knowledge of that subject matter.**

**Section 3.C: How have the activities described in Sections 3.A and 3.B enhanced your teaching and student learning?**

***Supervisor Comments on Part 3***

☐ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

## Part 4: Service to the Department, College or Community

### Section 4.A: College Committees

Summarize your role and involvement in College or campus committees on which you served during the past year. If you did not serve on any committee, please explain why.

### Section 4.B: Other College Service

Summarize the other College or campus service activities in which you participated during the past year, such as assistance in student activities, leadership roles or undertaking special tasks or assignments.

### Section 4.C: Other Service

Summarize service activities that occurred outside of the College, such as leadership roles in state, regional or national professional organizations, involvement in professionally-related community service(s) or consultations.

### Section 4.D:

In what ways did your service activities make a difference to student learning and student life?

### Supervisor Comments on Part 4

☐ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

## Part 5: Performance Goals

### Section 5.A: Prior year goal assessment

Describe the progress made in the goals listed in the last performance appraisal.

### Section 5.B: Future goals

Describe the objectives, goals, projects, committees and professional development activities that you intend to pursue. For each goal, please indicate the time frame in which the goal is expected to be achieved (e.g., 1 year, 3 years).

### Supervisor Comments on Part 5

☐ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

## Part 6: Additional Comments (optional)

If there is any additional information that you would like to have considered in your performance appraisal, please provide it here.

### Part 7: Supervisor Appraisal of Additional Performance Factors

No.	Performance Factors	Meets Expectations	Needs Improvement	Unsatisfactory
1.	Provides services to students outside of the reference desk and classroom.			
2.	Participates in the activities of the assigned academic cluster.			
3.	Participates in collection development and maintenance.			
4.	Participates in library marketing and outreach.			
5.	Participates in organizing and promoting library-sponsored cultural and educational events.			
6.	Attends all mandatory duty days, e.g., Development Day, Convocation, Commencements, Cluster Meetings, etc.			
7.	Fosters and maintains collaboration and teamwork with peers, administration and staff.			

*If "Needs improvement" or "Unsatisfactory" is selected for any of the above items, please explain here:*

☒ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

## Part 8: Supervisor Assessment

### Section 8.A: Supervisor Overall Recommendation

☐ Meets Expectations

☐ Needs Improvement

☐ Unsatisfactory

### Section 8.B: Supervisor Summary Statement

(Summarize faculty librarian performance including any academic leadership roles, such as Department Chair).

### Section 8.C: Recognition of Exceptional Performance

(This is an optional opportunity for the supervisor to acknowledge excellence).

### Section 8.D: Performance Improvement Plan (required for employees who receive a rating on **any** performance factor of Needs Improvement or Unsatisfactory)



**Part 9: Performance Appraisal Interview, Recommendation and Signatures**

This Performance Appraisal Form was reviewed and discussed at an interview held on:

**Recommendation:**

- ☐ Recommended for continued employment  
☐ Not recommended for continued employment

\_\_\_\_\_  
**Employee's Name** *(please print)*

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Supervisor's Name** *(please print)*

\_\_\_\_\_  
**Supervisor's Signature**

\_\_\_\_\_  
**Dean's Name** *(please print)*

\_\_\_\_\_  
**Dean's Signature**

**EMPLOYEE COMMENTS** –Employees may make any comments here within fourteen (14) working days after this performance appraisal. All employee comments will be attached to this performance appraisal and filed in the employee's personal file. Attach additional sheets if necessary.

**Note:** The employee's signature does not necessarily indicate agreement with the performance appraisal results. The signature indicates only that the performance appraisal was discussed with the employee.