

LIBRARIAN/ARCHIVIST PROMOTION EVALUATION FORM

NAME OF LIBRARIAN _____

CURRENT RANK _____

PERIOD OF EVALUATION: From _____ Through _____

SECTION I. SUMMARY OF EVALUATION BASED UPON LIBRARY CRITERIA FOR PROMOTION

| Rank Sought | Evaluation Area | Criteria | Rating Awarded | Meets Overall Criteria |
|-----------------------------|--|---|---|--|
| Librarian/ Archivist II | Job Effectiveness | Demonstration of significant contributions as a librarian and a strong likelihood of continuing effectiveness as a librarian. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 3 points <input type="checkbox"/> Exceeds – 4 points <input type="checkbox"/> Exemplary – 5 points | <input type="checkbox"/> Yes <input type="checkbox"/> No At least 11 points needed to achieve promotion |
| | Service | Demonstration of significant contributions in service to the institution and a strong likelihood of continuing effectiveness in such service. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 3 points <input type="checkbox"/> Exceeds – 4 points <input type="checkbox"/> Exemplary – 5 points | |
| | Professional Development and Scholarship | Demonstration of significant contributions to the profession of librarianship and a strong likelihood of continuing effectiveness. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 3 points <input type="checkbox"/> Exceeds – 4 points <input type="checkbox"/> Exemplary – 5 points | |
| Librarian/ Archivist III | Job Effectiveness | Demonstration of a clear and convincing record of a high level of sustained effectiveness as a librarian. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 4 points <input type="checkbox"/> Exceeds – 5 points <input type="checkbox"/> Exemplary – 6 points | <input type="checkbox"/> Yes <input type="checkbox"/> No At least 14 points needed to achieve promotion |
| | Service | Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 4 points <input type="checkbox"/> Exceeds – 5 points <input type="checkbox"/> Exemplary – 6 points | |
| | Professional Development and Scholarship | Demonstration of a clear and convincing record of a high level of sustained effectiveness in contributing to the profession of librarianship. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 4 points <input type="checkbox"/> Exceeds – 5 points <input type="checkbox"/> Exemplary – 6 points | |
| Librarian/ Archivist IV | Job Effectiveness | Demonstration of a clear and convincing record of a high level of sustained effectiveness as a librarian. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 5 points <input type="checkbox"/> Exceeds – 6 points <input type="checkbox"/> Exemplary – 7 points | <input type="checkbox"/> Yes <input type="checkbox"/> No At least 17 points needed to achieve promotion |
| | Service | Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 5 points <input type="checkbox"/> Exceeds – 6 points <input type="checkbox"/> Exemplary – 7 points | |
| | Professional Development and Scholarship | Demonstration of a clear and convincing record of a high level of sustained effectiveness in contributing to the profession of librarianship. | <input type="checkbox"/> Does not meet <input type="checkbox"/> Meets – 5 points <input type="checkbox"/> Exceeds – 6 points <input type="checkbox"/> Exemplary – 7 points | |

SECTION II. PROMOTION RECOMMENDATION

AWARD PROMOTION

DO NOT AWARD PROMOTION

SECTION III. COMMENTS

In this space the Promotion Committee shall note specific activities in which the candidate has exceeded expectations, as well as areas of potential improvement.

EVALUATORS

Printed Name

Signature

Title or Rank

Date

Printed Name

Signature

Title or Rank

Date

Printed Name

Signature

Title or Rank

Date

Printed Name

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Title or Rank

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Printed Name

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