Texas A&M University Libraries
Annual Faculty Review

Faculty Member:
Rank:
Position Title:
Date of Initial Appointment:
Date of Last Promotion:
Period of Review:
Work Administrator:

Overall Performance Rating and Statement of Progress Toward Tenure And/Or Promotion Or Individual Goals (If Lecturer Or Professor Rank):

**TRAINING AND SAFETY CERTIFICATION**

Uses best practices to assist in ensuring the safety of self and others. Complete safety training as required and comply with applicable safety standards in the performance of my job duties. *(Comment only required if NOT in compliance)*

Work Administrator Comment

_______ Faculty member has complied with these requirements

_______ Faculty member has not complied with these requirements

Complete all required employee training, identified in Texas A&M System Regulation 33.05.02, by assigned completion date. *(Comment only required if not up to date on training)*

Work Administrator Comment

_______ Faculty member is up-to-date on all Required Employee Training

_______ Faculty member has 30 days to complete Required Employee Training listed below

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ANNUAL PERFORMANCE STATEMENT

[See instructions and tips for completing this section in Appendix A]

LIBRARIANSHIP

RESEARCH AND SCHOLARSHIP (as appropriate)

SERVICE (as appropriate)
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**Work Administrator Advisory Comments:**

**Associate Dean Advisory Comments (Optional):**

**Dean’s Comments as Evaluator of Record:**

**Assigned Rating in Librarianship:**
Table Of Research And Service Productivity

Complete this table by going to the link below. Count all activities in the appropriate categories for the previous 3 year period *(January 2011 – December 2013)*.

Clarification and definitions of the different categories used in the table can be found in Appendix A.

https://tamu.qualtrics.com/SE/?SID=SV_3sEAlt6F9M8ZOR

Completed Research for the Previous 3 Year Period *(January 2011 – December 2013)*

For better consideration of the quality aspects of your accomplishments in this area, insert appropriate sections (with headings) and entries from your vita.

Faculty Committee Advisory Comments and Recommended Rating on Research and Scholarship:

Completed Service for the Previous 3 Year Period *(January 2011 – December 2013)*

For better consideration of the quality aspects of your accomplishments in this area, insert appropriate sections (with headings) and entries from your vita.

Faculty Committee Advisory Comments and Recommended Rating on Service:

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APPENDIX A: INSTRUCTIONS FOR COMPLETING EVALUATION

Annual Performance Statement

- Maximum length of 3 pages; no minimum length.
- Single-spaced formatting acceptable with minimum 11pt font and 1-inch margins.
- Address separate relevant sections/dimension as they are defined by your position and tenure track or non-tenure track status (*e.g.* Librarianship / Research and Scholarship / Service).
- Use of bullets and subheadings to improve organization and readability is encouraged.
- Statements should focus on results and impact rather than reporting a record of tasks and activities.
- Progress being made on multi-year initiatives should be addressed here as well.
- Include metrics or measureable data whenever possible and appropriate.
- Statements should relate to university and library priorities as appropriate, including enhancing diversity initiatives, fostering inter- and multi-disciplinary endeavors, and other aspects of leadership.
- Include under Librarianship any committee service where one is appointed solely or primarily because of position responsibilities or serves in an ex-officio role.
- Include context and impact for research and service activities to support data provided in productivity table and entries from vita. (*As appropriate to rank and track*).

Rating Scale

- Achieves Outstanding Results
- Achieves Significant Results
- Achieves Expected Results
- Needs Development
- Unsatisfactory

Completing the Table of Research And Service Productivity

This section should be completed by all tenure track, tenured, or clinical/instructional faculty. Lecturers and Senior Lecturers do not need to complete this section of the evaluation.

In completing this table, total up the appropriate number of entries for the defined 3 year window per the categories defined below [*Spreadsheet row headings provided in brackets*].

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Research and Publication

Special Recognition in Research – Use this section to count any awards or special recognition received for research activities (such as an award for a presentation or publication) [Spec Rec Res]

Monographs – Include in this count instances where you have a signed contract from a press with a specified manuscript delivery date or where the manuscript has gone to the publisher [Monogr]

Digital Works – Projects resulting in creation or advancement of a significant digital product [Digital]

Recurring Editor/Associate Editor – Selected as the contracted Editor/Associate Editor for a journal (indicating how many issues you have edited for publication) [Editor]

Refereed Articles & Conference Proceedings – in the case of conference proceedings the entire manuscript must have been reviewed as part of the acceptance [Ref Art & Proc]

Invited Articles, Chapters, Proceedings, Essays-Intended for works requested based on previous work or professional reputation but which were not put through a formal peer review process [Inv Art]

Journal Articles, Book Chapters, Conference Proceedings and Essays – Intended for works greater than 2000 words in length in the case of conference proceedings, acceptance based on an abstract [Art/Chap]

Non-Recurring Editor – Served as an editor of a single volume of a journal or for a monograph (includes oversight of submittal process, manuscript review, and writing of any prefatory material). Can count standalone chapters written as part of Article/Chapter entry. Do not include individual issues produced during appointment as recurring Editor in this category [Ed vol]

Contributed Publications – Includes items such as creative writing, short papers, newsletter items, etc.; intended for works less than or equal to 2000 words [Contr Pub]

Juried Presentations – Presentations based on applied or theoretical scholarship and intended for further dissemination through publication venues; acceptance based on review of an abstract or topic summary [Jur Pres]

Invited Presentations – Invited presentations based on applied or theoretical scholarship and intended for further dissemination through publication venues [Inv Pres]
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Presentations – Other presentations based on applied or theoretical scholarship and intended for further dissemination through publication venues [Pres]

Grant Activity as Principal Investigator (PI) – Count funded where you are PI or Co-PI, include total dollar amount [Grant PI]

Grant Activity as Participant – Count grants where you are listed as a participant but are not in the PI/Co-PI role [Grant Part]

Other – Please specify [Length limited free text box for brief description of service activities not included in a prior category]

Service

- Count each year of service on a particular committee as a separate entry (so a multi-year appointment to a single committee counts more than a 1 year appointment).
- Include committees with mid-year appointments in the count
- Do not include forthcoming committees (i.e. elected, but term has not yet officially started as of December 31 of the current year)

Special Recognition in Service – Use this section to count any awards or special recognition received for Service activities (such as a mentoring award) [Spec Rec Serv]

Officer – Serving as a senior officer at a top or large section/division level within professional organization [Officer]

International/National Committees – Serving on a committee or task force for a National or International Organization; includes appointment or elected roles [Int/Nat Comm]

State/Regional Committees – Serving on a committee or task force for a State or Regional Level Organization; includes appointment or elected roles [SR Comm]

University Committees –Serving on a University Committee or Office based on one’s role as a faculty member and not based on one’s position responsibilities; include appointment or elected roles; Assigned committees associated with being a Faculty Senator are not counted separately [Univ Comm]

Library Committee – Serving on a Library Committee or Task Force based in one’s role as a faculty member and not because of one’s position responsibilities or where participation is assigned based on librarianship role/internal title; includes appointment or elected roles [Lib Comm]

Formal Leadership Roles –Served as a committee or task force Chair or other officer role, such as newsletter editor, secretary, etc (include total occurrences for multi-year period, so Chair-Elect, Chair, Past Chair will count as 3) [Chair]

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Conference Support – Supporting a conference activity or service such as staffing a booth, host a speaker, be a shepherd, etc. (excludes activities expected as part of a formal committee appointment) [Conf Supp]

Editorial/Advisory Boards – Serving on a journal editorial board or publisher/society advisory board [Ed Adv Bd]

Article/Journal Referee – Serving as a referee/peer reviewer for journal (indicate how many manuscripts you reviewed) [Art/Jnl Referee]

Conference Referee—Serving as a refree/reviewer for conference proposals (indicate how many proposals you reviewed) [Conf Referee]

Reviews/Abstracts – Published reviews and abstracts [Rev/Abst]

Indexing – Review and assign indexing terms to manuscripts [Index]

Peer/External Reviewer – Number of occasions where you served as a Peer Reviewer for a promotion/tenure case at another institution [Peer Rev]

Mentoring – Formal mentoring assignments at the library, university, or professional associations [Mentor]

Non-Research Presentations – Presentations, panel participation, or poster sessions intended to educate on or share local applied practices or personal experience as a standalone event (not intended for further dissemination through publication venues as research/scholarship) [Pres]

Teaching Activities – Prepared and taught extended workshops (at least 1 full day) to a non TAMU audience; teaching credit classes as a service to the university as a whole (include Freshman Seminars); does not include library instructional activities associated with position responsibilities [Teach]

Graduate Committee – Served on a Graduate Committee [Grad Comm]

Other – Please specify [Length limited free text box for brief description of service activities not included in a prior category]