

Preamble to Newton Gresham Library Annual Review Criteria and Documentation for FES 1, 3, and 4 for Tenure-track and Tenured Faculty

Use this document to enlighten and facilitate the preparation of your Annual Review Portfolio for FES 1, 3, and 4. The descriptions and tips are intended to provide definition and clarification for each section with the hope that such provision will expedite the process of annual review. Certainly not all activities or projects in which librarians may be involved can be listed here or even anticipated. Therefore, if, after reading the document, the placement or rating of a particular involvement is still in question, ask. Asking the Library Director is the most straightforward way to get the most accurate answer, or ask another librarian-mentor.

Faculty Evaluation System Overview

The Faculty Evaluation System (FES) is important for purposes of

- faculty development,
- promotion in academic rank,
- rewarding meritorious performance through salary adjustments,
- contract review for probationary faculty members,
- decisions concerning future contracts for non-tenured and non-tenure track faculty members.

For complete coverage of FES and related policies, please see Appendix A.

The Annual Review Process

Annual review of Newton Gresham Library faculty members comprises an integral part of the Faculty Evaluation System. "Annual Review" is simply what the words indicate—a yearly appraisal of the activities, projects, and involvements of each librarian in the context of a rating system. Review is evidence-based, using the documentation supplied for each FES section. Therefore, neither the process, nor its results should be interpreted as an indication of "popularity" or an assessment of "character".

The Annual Review Portfolio

"Portfolio" here refers to the collection of documents submitted for review during the annual review process. The items may be submitted using a folder, a binder, or an accordion file as means of keeping the documents contained and organized.

The portfolio should consist of three primary parts, one for each of the FES sections: Librarianship, Research and Scholarly or Artistic Endeavor, and Service. *Any given piece of documentation should appear only once in the portfolio. If a particular document supports more than one area, reviewers will take that into consideration.* Also it is not necessary to have a separate section for each of the criteria in Librarianship. However, if desired, the librarian may include a statement(s) about the criteria to which the documentation applies. Reviewers will consider each piece of documentation, and apply its contents across the section as a whole as applicable.

Consult the instructions provided by the director for any additional items to be included in the portfolio, such as a copy of your vita.

The Annual Review period is January through December for the year under review. Each year the Library Director will provide the dates by which librarians need to submit their portfolios. The deadline for tenure-track faculty is usually in January because the portfolios are also used for the annual tenure review of tenure-track faculty by tenured faculty. The deadline for submission of annual review portfolios by tenured faculty may be a month or two later.

Newton Gresham Library FES Criteria and Documentation

Background

The current Newton Gresham Library FES criteria and documentation evolved from several earlier versions and have been updated on several occasions to reflect changes in technology, format, and types of activities in which librarians are now involved.

Uses

FES criteria and documentation serve as:

- A resource for faculty members (non-tenured and tenured) in preparing the FES portfolio for annual review.
- A resource for tenured faculty members when reviewing portfolios of non-tenured faculty members for annual review of progress towards tenure requirements
- A resource for tenured faculty members when reviewing tenured faculty for post-tenure requirements or for promotion in rank.
- A resource for planning activities and projects for the coming year. The scope notes and documentation lists can assist in determining how to most effectively expend time and resources to reach desired goals as you plan in the fall for the coming year. Tip: early planning will allow time to verify the appropriate section and level at which a proposed activity or project would be rated as well as time to comfortably complete the planned activities.

Portfolio Structure

The Annual Review Portfolio usually consists of a written report summarizing activities for each of the three FES sections. You may wish to attach your examples of documentation as appendices. However, there is no rigid format for how the materials are to be presented.

FES 1 Report – Librarianship: “The Way You Do the Things You Do”

For this section, list/describe professional activities and projects in which you were involved during the previous year that directly relate to your specific job duties. Note that there may be overlap between categories—one specific project may demonstrate skills or abilities in several areas. (For example, interaction with vendors or faculty members in other departments could be applied to “communication skills”, “external relations”, and “interpersonal skills”). Reviewers, which may include the Library Director or tenured faculty, will take this into account.

FES 3 Report – Research and Scholarly or Creative Endeavor: “Express Yourself”

The note at the head of the FES 3 Performance Appraisal Criteria and Ratings section details the types of materials that should be included here. By way of clarification, the items reported here are distinct from any writing done in direct connection with specific job duties. (For example, developing and documenting a new procedure falls within the scope of FES 1. Writing an article about the way a change in procedure affects productivity falls within the scope of FES 3). Tip: collaborating with a colleague provides mutual support along with accomplishing mutual goals, as well as keeping each other “on track”.

FES 4 Report – Service “How May I Be of Assistance?”

The note at the head of the FES 4 Performance Appraisal Criteria and Ratings section details the types of activities that should be included here. These activities are distinct from similar activities that are directly related to specific job duties—also noted at the head of the section. Tip: service contributions can be made in areas other than committees; check the scope notes and rating scale for details.

Appendix A: Sam Houston State University FES and related policies

- The Texas State University System, Board of Regents' Rules and Regulations, Chapter V, Subsection 4.28 "Performance Reviews", and Chapter V, Subsection 4.3 "Promotion" and additionally
- Sam Houston State University Academic Policy Statement 820317, "The Faculty Evaluation System" and version specific to Librarians: "Sam Houston State University Academic Policy Statement 820317, The Faculty Evaluation System Librarians, Revised November 3, 2005, Revised November 2011"
- Academic Policy Statement 900417, "Faculty Reappointment, Tenure, and Promotion", and version specific to Librarians, "Sam Houston State University, Newton Gresham Library, Academic Policy Statement 900417, Faculty Reappointment, Tenure, and Promotion, Revised July 31, 2005; September 6, 2006; August 1, 2009"
- Academic Policy Statement 800722, "Merit Advances in Salary", and
- Academic Policy Statement 110720, "Market Advances in Salary"
- See also Academic Policy Statement 810814, "Tenets for Faculty Status for Academic Librarians."
- Academic Policy Statement 980204 "Performance Evaluation of Tenured Faculty", and Library version "Performance Evaluation of Tenured Library Faculty Post Tenure Review, Approved October 2007 by the Library Faculty; Revised November 11, 2009"
- Academic Policy Statement 041020 "Appointment of Clinical Faculty Members"