

**SUGGESTED STANDARDS FOR EVALUATING LIBRARIAN PERFORMANCE**  
**(adopted February 13, 2008 by IUPUI Librarians)**

**Note to faculty –**

- Professional service activities (including administrative responsibilities) prescribed by the candidate's position description are NOT considered Librarian Service, but rather Librarian Performance.
- Any scholarship related to performance is considered Librarian Professional Development, Research and/or Creativity.

<b>Type</b>	<b>Unsatisfactory</b>	<b>Satisfactory</b> ( <i>Not</i> sufficient for promotion beyond the Assistant Rank or for tenure)	<b>Excellent</b> (Required for Associate Rank and tenure)	<b>Exceptional Achievement</b> (Required for Librarian Rank)
<b>Librarian Performance</b>	<p>Examples of unsatisfactory performance include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Lack of continued contributions toward the library's mission and/or goals</li> <li>• Lack of meaningful documentation of the contributions of the individual librarian</li> <li>• Lack of meaningful documentation of impact made by the librarians' contributions</li> <li>• Lack of evidence of effective accomplishment of professional responsibilities outlined in the individual librarian's position description</li> </ul>	<p>Consistently makes contributions toward the library's mission and/or goals.</p>	<p>Meets and exceeds the criteria for satisfactory by consistently making significant contributions toward the library's mission and/or goals.</p> <p>Examples of significant contributions include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Increasing either the quality or efficiency of a library service, program, product or project</li> <li>• Implementing a new service, program, product, or project (with supervisory approval)</li> <li>• Mastering important new responsibilities (beyond those assigned at time of appointment)</li> </ul>	<p>Exceeds the criteria for excellent by consistently making significant contributions toward the library's mission and/or goals and by demonstrating recognition or exceptional impact outside the library.</p> <p>Examples of exceptional impact outside the library include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Alteration of school, campus, or university practices</li> <li>• Adoption of a service, program, or product by other libraries</li> </ul> <p>Examples of recognition outside the library include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Acknowledgment of a service, program, or product in the professional literature</li> <li>• Receipt of an award at the school, campus, community, or professional level</li> </ul>



## SUGGESTED STANDARDS FOR EVALUATING LIBRARIAN PROFESSIONAL DEVELOPMENT, RESEARCH, AND/OR CREATIVITY

**Note to faculty –**

- Librarian Professional Development includes *all* scholarship, including scholarship of performance, research and/or creativity, and service.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
<b>Librarian Professional Development, Research, and/or Creativity</b>	A librarian who fails to meet the criteria outlined under satisfactory	A librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND engage in at least three activities that disseminate research or expertise, at least one of which must have passed a formal professional evaluation process.	As in the satisfactory level, a librarian must regularly engage in activities that advance the education or knowledge of the candidate as a professional AND that disseminate research or expertise. To show continued improvement beyond the satisfactory level, candidates must demonstrate a significant role in the completion of at least three activities which have passed a formal professional evaluation process. At least two of the activities must disseminate research or expertise.	To show excellence, a librarian must have a significant role in the completion of three products of research or expertise which have passed a formal professional evaluation process, at least one of which must have a significant impact, in most cases beyond the state level, on the profession or discipline.
	Examples of unsatisfactory professional development, research and/or creativity include, but are not limited to: <ul style="list-style-type: none"> <li>• Librarian did not regularly engage in activities that advance his/her education or knowledge</li> </ul>	Examples of activities that advance the education or knowledge of the candidate include, but are not limited to: <ul style="list-style-type: none"> <li>• Attend a professional conference, meeting, or institute, or continuing education workshops</li> <li>• Take a for-credit academic course relevant to the librarian's professional responsibilities</li> </ul>	Examples of activities that advance the education or knowledge of the candidate and have passed a formal professional evaluation process include, but are not limited to: <ul style="list-style-type: none"> <li>• Attending a competitive national institute or training program</li> <li>• Completing a degree or professionally recognized certification</li> </ul>	

	<ul style="list-style-type: none"> <li>• Librarian did not engage in at least three activities that disseminated research and/or expertise</li> <li>• Librarian engaged in at least three activities that disseminated research and/or expertise but none were peer reviewed</li> <li>• Librarian's Individual role and level of collaborative work is unspecified</li> </ul>	<p>Examples of activities that disseminate research or expertise and have passed a formal professional evaluation process include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Peer reviewed article, book chapter, or book review essay</li> <li>• Law review article</li> <li>• Invited book chapter or encyclopedia article</li> <li>• Invited/peer reviewed presentation at a professional conference</li> <li>• Favorably reviewed research grant or project grant</li> <li>• For-credit course development</li> </ul> <p>Examples of activities that share research and/or expertise and have <u>not</u> passed a formal professional evaluation process include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Newsletter article</li> <li>• A review of a book, database, or exhibit</li> <li>• Panel discussion at a conference</li> <li>• Course presentation development</li> <li>• Exhibit preparation and mounting</li> <li>• Substantial contribution to professional discourse regardless of media</li> </ul>	<p>For examples of activities that disseminate research and/or expertise and have passed a formal professional evaluation process, see the Satisfactory criteria.</p>	<p>Examples of indicators of significant impact include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Products of expertise or research recognized by a regional or national professional organization -- such as an award, invitation to give the keynote address, invitation to develop a CE course for the organization</li> <li>• Products of expertise or research cited or acknowledged by others in their scholarly and/or professional activity</li> <li>• Book that is well received (in reviews or by placement in collections)</li> <li>• Original methodology adopted by others</li> </ul>
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## SUGGESTED STANDARDS FOR EVALUATING LIBRARIAN SERVICE

### Note to faculty –

- Professional service activities (including administrative responsibilities) prescribed by the candidate's position description are NOT considered Librarian Service, but rather as Librarian Performance.
- Any scholarship related to service is considered Librarian Professional Development, Research and/or Creativity.

Type	Unsatisfactory	Satisfactory	Beyond Satisfactory	Excellent
<b>Librarian Service</b>	A librarian who fails to meet the criteria outlined under satisfactory.	<p>A librarian must regularly engage in activities outside the normal realm of the person's responsibilities that serve the library, school, campus, or the university, AND activities that serve the discipline and/or profession.</p> <p>One comparable community service activity may be substituted for service to the discipline and/or profession if there is an application of professional expertise.</p> <p>Service to the University must normally consist of three documented contributions tied to the institution's mission. Each year of a multiple year commitment counts as an independent contribution.</p> <p>Service to the discipline and/or profession must normally consist of three documented contributions. Each year of a multiple year commitment counts as an independent contribution</p>	<p>A librarian must meet the criteria as outlined under satisfactory.</p> <p>In addition, at least two of these six activities must have documented impact, one of which must be service to the discipline and/or profession. In order to have documented impact, service to the University must be at the campus level or higher and must extend beyond the library faculty. In order to have documented impact, service to the discipline and/or profession must be at the state level or higher.</p>	A librarian must demonstrate an ongoing program of service as outlined under beyond satisfactory. The service must have significant impact on the profession of librarianship or on an academic discipline, OR the impact of the service must result in significant recognition by the librarian's peers beyond the university
<b>Librarian Service to the University</b> (library, school, campus, or university)	<p>Examples of unsatisfactory service include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Activities which are appropriately part of a librarian's performance.</li> <li>• No evidence of nature of activities or contributions</li> </ul> <p>Less than three</p>	<p>Examples of Librarian service to the University include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Serve on a faculty governance organization at the library, campus, or university level</li> <li>• Serve on an administrative search and screen committee or system-wide task force.</li> <li>• Serve as student organization sponsor</li> <li>• Serve as academic adviser, internship supervisor, thesis/dissertation committee member, or student mentor</li> </ul>	<p>Examples of activities which demonstrate impact include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Create or revitalize a student organization</li> <li>• Teach a college-level credit-bearing course outside of the librarian's duties with demonstrated positive impact upon the students</li> <li>• Serve as a vital member (not necessarily an officer) of a</li> </ul>	A librarian must demonstrate an ongoing program of service to the University as outlined under Satisfactory.

	documented service contributions tied to the institution's mission.		campus committee that makes an important contribution	
<b>Librarian Service to the Discipline or Profession</b>	<p>Examples of unsatisfactory service include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Activities which are appropriately part of a librarian's performance</li> <li>• No evidence of nature of activities or contributions</li> <li>• Less than three documented contributions to the discipline or the profession</li> </ul>	<p>Examples of service to the discipline or profession include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• active membership in one or more professional organizations as an officer, candidate for office, committee member, electronic mailing list moderator, mentor in a formal mentoring program, webmaster or some other role that requires professional expertise</li> </ul>	<p>Examples of activities which demonstrate impact include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Serve as a vital member (not necessarily an officer) of a professional committee that makes an important contribution.</li> <li>• Make an important contribution to a professional organization while in a leadership role</li> </ul>	<p>Examples of activities which have significant impact include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Influence the adoption/modification of standards of a profession or discipline</li> <li>• Develop an instrument/methodology which changes professional practice</li> <li>• Create or revitalize a significant professional organization</li> <li>• Influence the passage of legislation related to the profession or discipline</li> </ul> <p>Examples of significant recognition include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Awards and/or prizes that reflect on the significance and impact of the librarian's service</li> <li>• Appointment as editor of a selective scholarly peer-reviewed publication or law review</li> <li>• Election as an officer or board member of a professional organization of at least 500 members, or the leading organization for a library specialty</li> </ul>

<p><b>Librarian Service to Community</b> (City, state, nation, or the world)</p> <p>[not required for IUPUI librarians]</p>	<p>Examples of unsatisfactory service include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Community service which does not apply professional expertise</li> <li>• Activities which are appropriately part of a librarian's performance</li> <li>• No evidence of nature of activities or contributions</li> </ul>	<p>One community service contribution where there is an application of professional expertise may be substituted for a contribution to the discipline or profession as determined by individual units.</p> <p>Examples of community service include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• providing a library-related service to community organization</li> <li>• service on board of library-related and/or discipline-related community organization</li> </ul>	<p>Examples of activities which demonstrate impact include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Consulting that produces beneficial change in the organization for which the consultation was done</li> </ul>	
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