**FPCL-1 – Team Leader’s/Library Director’s Evaluation of Professor**

Name of Faculty Member:

Present Rank/Step/Level:

Portfolio Due:

Team Leader/Library Director:

4 = Exceptional 3 = Expected 2 = Improvement Plan Needed 1= Unacceptable

1. **Professional and Advising Effectiveness**

|  |  |
| --- | --- |
| **Team Leader’s/Library Director’s****Evaluation** | **Observable Indicator** |
| 4 3 2 1 | Support of the curricular and scholarly activities of faculty and students |
| 4 3 2 1 | Competence and efficiency in assigned area |
| 4 3 2 1 | Identification of projects to support the curricular and scholarly activities of faculty and students |
| 4 3 2 1 | Follow-through on implementation and completion of projects  |
| 4 3 2 1 | Demonstrates the integration of professional responsibilities with the mission of the library and the university |
| 4 3 2 1 | Effective and timely student advising |

**Comments:**

**FPCL-1 – Team Leader’s/Library Director’s Evaluation of Professor**

4 = Exceptional 3 = Expected 2 = Improvement Plan Needed 1= Unacceptable

1. **Research and Other Scholarly or Creative Works**

|  |  |
| --- | --- |
| **Team Leader’s/Library Director’s****Evaluation** | **Observable Indicator** |
| 4 3 2 1 | Investigative studies |
| 4 3 2 1 | Professional presentations (listed on http://library.southern.edu/faculty/achieve) |
| 4 3 2 1 | Publications (listed on http://library.southern.edu/faculty/achieve) |
| 4 3 2 1 | Other |

 **Comments:**

1. **Contribution to the university, the community, and the church**

|  |  |
| --- | --- |
| **Team Leader’s/Library Director’s****Evaluation** | **Observable Indicator** |
| 4 3 2 1 | Participation on library and university committees |
| 4 3 2 1 | Assumes reasonable share of departmental responsibilities |
| 4 3 2 1 | Attendance at scheduled university meetings and other sponsored activities |
| 4 3 2 1 | Community service activity and civic engagement |
| 4 3 2 1 | Church service activity |

 **Comments:**

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**D. Professional Development**

|  |  |
| --- | --- |
| **Team Leader’s/Library Director’s****Evaluation** | **Observable Indicator** |
| 4 3 2 1 | Annual attendance at professional meetings |
| 4 3 2 1 | Journal/research reading in the professional field as well as higher education |
| 4 3 2 1 | Satisfactory progress in professional development plans |
| 4 3 2 1 | Contributions to the discipline or profession |

 **Comments:**

**E. Personal Relationships**

|  |  |
| --- | --- |
| **Team Leader’s/Library Director’s****Evaluation** | **Observable Indicator** |
| 4 3 2 1 | Support of institutional mission and goals |
| 4 3 2 1 | Supportive and helping relationships with students |
| 4 3 2 1 | Positive and appropriate relationships with colleagues |
| 4 3 2 1 | Positive and appropriate relationships with supervisors |

 **Comments:**

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**F. Portfolio Prepared**

 \_\_\_\_\_ Yes. Submitted to Office of Academic Administration on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Date

 \_\_\_\_\_ No. Plan to submit on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 Date

 \_\_\_\_\_ Not needed this year

Academic Rank Recommended to Faculty Promotions Committee by Library Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Step \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The evaluation rankings and comments that I have indicated above are based on personal observations of the faculty member as well as on information provided to me by students and others. I affirm that they accurately reflect my best understanding of this faculty member’s performance at this date.

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Signature of Library Director Date

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Signature of Team Leader Date

I have reviewed this report and discussed my evaluation with the library director. I am aware that I may add my written comments to this record to ensure fair representation of my perspective regarding the evaluations written above.

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Signature of Faculty Member Date