

IUPUI University Library

Librarian Annual Review

Regular performance evaluations of employees are used to assist in strengthening the University Library's programs and services, to mentor the employee in his/her professional development, as a basis for change in responsibilities and duties, and to determine merit for performance.

The Librarian Annual Reviews will be based on the librarian's position description and the goals and objectives mutually determined by the librarian and the librarian's supervisor. Each librarian will receive an evaluation by their supervisor(s) on an annual basis. Primary supervisors will provide written evaluations for performance, professional development, and service. For individuals who report to more than one supervisor, a written evaluation only of performance will be submitted by each secondary supervisor for inclusion in the evaluation section of the annual report binder. The written evaluation(s) will be discussed by the primary supervisor at the annual review meeting with the librarian. Untenured librarians will meet separately with each of their supervisors; tenured librarians will meet with their secondary supervisor at that supervisor's or librarian's discretion. The librarian's input and comments on the evaluation will be noted and become part of the evaluation document which will be signed by the librarian and the supervisor(s). Signatures are not necessarily an indication of agreement with the evaluation but signify that the evaluation has been read by the librarian and the librarian has been given an opportunity to respond to the evaluation.

More frequent evaluations may be requested by a librarian or required by the supervisor(s).

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