

IUPUI UNIVERSITY LIBRARY FACULTY ORGANIZATION PRIMARY PEER REVIEW PROCESS – PROCEDURE

Calendar and Procedures for the 2008 Annual Review

Each librarian in the IUPUI University Libraries below the rank of Librarian is required annually to complete and submit the Indiana University Libraries “Library Faculty Position Description Form” and “Library Faculty Annual Review” form for the period covering the previous January 1 through December 31. The position description is issued by the Library Personnel Office in Bloomington and is distributed to the librarians by the Dean of University Libraries.

Each year each librarian is given a calendar of dates and procedures to be followed by all involved in the primary peer review process.

The following steps are to be observed in keep with the procedures outlined by the document “Indiana University Libraries Annual Review Form: Preparation Guidelines” (Indiana University Libraries Library Faculty Handbook) and with the document “IUPUI University Libraries Faculty Primary Peer Review Committee: Organization and Procedures” (rev.5/93). These steps should be reviewed by each librarian before filling out the Annual Review form:

DATE	ACTIVITY
Before January 26, 2009	<ol style="list-style-type: none">1. Librarian completes “Library Faculty Position Description Form” and Library Faculty Annual Review” form.2. A list of library faculty members with information on tenure status, appointment date, and time in rank will be prepared by the Administration Office made available for the Primary Peer Review Committee.
Monday, January 26, 2009	<ol style="list-style-type: none">3. Librarian submits form to the Administration Office by 9:00 a.m.
Monday – Sunday 1/26 - 2/1, 2009	<ol style="list-style-type: none">4. Individual committee members examine the documents. Notes should be taken in preparation for committee discussions. It is essential that this initial examination be carried out in the allotted time.
Monday – Sunday 2/2 – 2/8, 2009	<ol style="list-style-type: none">5. For each librarian being reviewed, the committee meets to discuss the entire document. It is the responsibility of the chair to schedule committee meetings for discussion and to make assignments among the committee members for preparation of written comments. The statement prepared by the committee will be typed (printed) in final form on sections I.A., II.A. The tenure Progress statement must be completed for all non-tenured librarians.
Monday, 2/09, 2009	<ol style="list-style-type: none">6a. The document will be returned to the librarian for comment, if desired.
Monday – Sunday 2/09 – 2/15, 2009	<ol style="list-style-type: none">6b. The librarian will have not less than one week nor more than two weeks to study the document and complete sections for I.B., II. B., and/or III.B., if desired.

- Monday – Sunday
2/16 – 2/22, 2009
7. During this week, the committee will schedule a conference between the librarian and the committee. At this time discussion about the evaluation will take place. The document will be signed. Signing of the document by the librarian being evaluated only indicates that the individual has read the document; it does not indicate concurrence with the committee's evaluation. This session concludes the Primary Peer Review Committee's responsibilities.
- No later than Monday, 2/23
- 8a. The librarian will give the document to the supervisor (or to the Administration Office if the supervisor is unavailable, with a notification to the supervisor).
- Monday – Sunday
2/23- 3/1, 2009
- 8b. The supervisor will complete sections **I.A., II.A., III.A.**, and will complete the Tenure Progress statement for each non-tenured librarian. (The supervisor will have not less than one week nor more than two to complete these sections.) At this time the position description for the next year will be discussed and revised, if necessary.
- Monday, 3/2/2009
- 9a. The document will be returned to the librarian for response To the supervisor's statement if desired.
- Monday – Sunday
3/2/ - 3/8/2009
- 9b. The librarian will have not less than one week nor more than two weeks to study the document and respond to the Supervisor's statements by completing the sections I.B., II.B., and/or III.B., if desired.
- Monday – Thursday
3/09 - 3/12/2009
10. During this week a conference between the librarian and supervisor is held. The supervisor and the librarian sign the document. Signing of the document by the librarian being evaluated only indicates the individual has read the the document; it does not indicate concurrence with the supervisor's statement.
- Friday, 3/13/09
11. The completed signed original of the "Library Faculty Position Description Form" and "Library Faculty Annual Review" form are sent to the Administration Office which will send them to the Dean's Office for the Reviewing Officer, along with a photocopied set of documentation. Originals of materials used to document the various sections should remain in the possession of the librarian, along with a copy of the completed forms including a photocopy of the signed signature sheet.
- Friday – Thursday
3/13 - 3/19/2009
12. The Reviewing Officer reviews the document and signs the signature form. The Reviewing Officer may make comments. A conference must be scheduled with the librarian and evaluator if comments are made.
- No later than
Friday, 3/20/09
13. Copies of the signed originals of the "Library Faculty Position Description Form" and Library Faculty Annual Review" form are made by the Administration Office. The signed originals plus documentation is kept in the BAT area.

14. In cases of disagreement between the librarian being evaluated and the Primary Peer Review Committee and/or supervisor, consult the procedures of the Librarian's Faculty Review Board found in the Indiana University Libraries Faculty Handbook.

Three important points need to be stressed:

- 1) Strict confidentiality shall be observed by everyone in the whole process and afterwards.
- 2) Librarians, review committee members and supervisors must be careful to use language and words that are neutral with regard to gender.
- 3) All materials being documented by the librarian and reviewed by the review committee and the supervisor must reflect the activities occurring during the period of January 1 – December 31, 2008, only.