

LOUISIANA STATE UNIVERSITY AT ALEXANDRIA
LIBRARY STAFF EVALUATION
ACADEMIC YEAR: _____

(Revised August 2003)

NAME: _____ POSITION: _____

	Outstanding ▼	Highly Competent ▼	Competent ▼	Marginal ▼	Not Satisfactory ▼	Not Applicable/ Unable to Judge ▼
INSTRUCTIONAL ABILITY (60%)						
Demonstrates knowledge of assigned library responsibilities.....	_____	_____	_____	_____	_____	_____
Maintains high professional/academic standards.....	_____	_____	_____	_____	_____	_____
Keeps regular working hours as scheduled.....	_____	_____	_____	_____	_____	_____
Uses time effectively and productively.....	_____	_____	_____	_____	_____	_____
Delivers class and library presentations effectively	_____	_____	_____	_____	_____	_____
Keeps abreast of current developments in the field of library science.....	_____	_____	_____	_____	_____	_____
Is courteous, knowledgeable, and helpful when assisting library patrons.....	_____	_____	_____	_____	_____	_____
Properly supervises the staff in his/her department.....	_____	_____	_____	_____	_____	_____
Category Rating.....	_____	_____	_____	_____	_____	_____
PARTICIPATION IN DEPARTMENTAL, COLLEGE, AND UNIVERSITY ACTIVITIES (15%)						
Meets responsibilities and deadlines.....	_____	_____	_____	_____	_____	_____
Cooperates with colleagues and administration.....	_____	_____	_____	_____	_____	_____
Shares responsibility of departmental planning and projects.....	_____	_____	_____	_____	_____	_____
Accepts and provides effective service to faculty committees.....	_____	_____	_____	_____	_____	_____
Accepts and performs extra duties when properly assigned.....	_____	_____	_____	_____	_____	_____
Works effectively to assist students with academic advising.....	_____	_____	_____	_____	_____	_____
Committed to the university and to the college.....	_____	_____	_____	_____	_____	_____
Category Rating.....	_____	_____	_____	_____	_____	_____
COMMUNITY SERVICE (5%)						
Participates in community organizations and functions.....	_____	_____	_____	_____	_____	_____
Available as resource person, when applicable, to community projects.....	_____	_____	_____	_____	_____	_____
Effectively represents the University to the public.....	_____	_____	_____	_____	_____	_____
Category Rating.....	_____	_____	_____	_____	_____	_____

(Continued on Reverse)

LIBRARY STAFF EVALUATION

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	Outstanding ▼	Highly Competent ▼	Competent ▼	Marginal ▼	Not Satisfactory ▼	Not Applicable/ Unable to Judge ▼
SCHOLARLY AND RESEARCH ACTIVITY (20%)						
Actively participates in professional organizations.....	_____	_____	_____	_____	_____	_____
Participates in seminars, conferences, continuing education, and other professional activities.....	_____	_____	_____	_____	_____	_____
Contributes to research and/or publications in professional journals.....	_____	_____	_____	_____	_____	_____
Engages in course work and/or research to improve professional standards.....	_____	_____	_____	_____	_____	_____
Category Rating	_____	_____	_____	_____	_____	_____
OVERALL RATING _____						

Comments : Strengths, Areas for Improvement, Goals for the Future, etc.

Director of Library Services - General Comments
Director's Signature _____ Date _____
Faculty Member's General Comments:
Faculty Member's Signature * _____ Date _____
Vice Chancellor for Academic Affairs's Comments:
Vice Chancellor's Signature _____ Date _____

* Signature means only that the faculty member has read and discussed the evaluation with the Department Chair.

PLEASE NOTE: SUBMIT EVALUATION TO ACADEMIC AFFAIRS AS ONE DOCUMENT RUN FRONT AND BACK, NOT AS TWO PAGES.