

University of Massachusetts
University Library

Annual Librarian Report and Evaluation of Professional Activities (ALR)

For the Period September 1, 2017 to August 31, 2018

(For librarians employed at the University during any or all of this period) (Use additional sheets if necessary)

I.

Name:

Date:

Librarian Rank:

Title:

Department:

Years in Present Rank:

Highest Degrees and Dates:

Date of First UMass Appt.:

Expiration Date of Present Contract:

AFTER COMPLETING THIS SECTION, THE IMMEDIATE SUPERVISOR ATTACHES A COPY OF THE OFFICIAL POSITION DESCRIPTION AND FORWARDS THE FORM TO THE LIBRARIAN. THE LIBRARIAN FILLS OUT SECTIONS II, III, IV, AND V AND RETURNS THE FORM TO THE SUPERVISOR.

II. Performance of Assigned Duties and Responsibilities

- A. In the space below, the librarian should describe specific accomplishments, projects or activities for the period under review, with the primary emphasis on performance of assigned duties as contained in the official job description.

B. Describe any changes in responsibility, productivity, or focus during the year.

III. Professional Development and Research

In the space below, the librarian should describe any activities related to professional development and research; with emphasis on the effect such activity has had on the enhancement of performance of assigned duties and responsibilities or its benefits to the Library, the University, or the library profession.

A. Professional Association Membership

B. Conferences, Workshops, and Panel Discussions Attended

C. Formal Presentations at Conferences, Workshops, and Panel Discussions

D. Publications (books, articles, book chapters, papers, reviews, etc.)

E. Other Professional Development and Research

IV. Professional Service

The librarian should describe service activities with emphasis on service contributions as a professional librarian.

A. Library/University Service (List committee and non-committee service.)

B. Professional Association Service (Library- and/or subject specialty-related.)

C. External Library-Related Service Outside of Professional Associations

D. Other Professional Service

V. Professional activities or accomplishments during the period under review which are not adequately covered in previous sections.

AFTER COMPLETING THESE SECTIONS, THE LIBRARIAN FORWARDS THE FORM TO THE IMMEDIATE SUPERVISOR FOR COMMENT.

VI. Comments of the Immediate Supervisor (Please include the basis for evaluation.)
Comments should address each element of the librarian's performance and its impact on the department and library.

Signature of Supervisor

AFTER COMPLETING THIS SECTION, THE IMMEDIATE SUPERVISOR FORWARDS THE FORMS TO THE DEPARTMENT HEAD (IF NOT THE IMMEDIATE SUPERVISOR) OR, AS APPROPRIATE, TO THE DIVISION HEAD OR ASSISTANT/ ASSOCIATE DIRECTOR.

- VII. Comments of Department Head, if not the Immediate Supervisor (Please include the basis for evaluation.) Comments should address each element of the librarian's performance and its impact on the department and library.

Signature of Department Head

AFTER COMPLETING THIS SECTION, THE DEPARTMENT HEAD FORWARDS THE FORM TO THE DIVISION HEAD OR TO THE ASSISTANT OR ASSOCIATE DIRECTOR.

- VIII. Comments of the Division Head or Assistant or Associate Director or Dean, as appropriate (Please include the basis for evaluation.) Comments should address each element of the librarian's performance and its impact on the department and library.

Signature of Division Head,
Assistant or Associate Director or Dean

AFTER COMPLETING THIS SECTION, THE FORM IS FORWARDED TO THE LIBRARIAN.

- IX. I certify the accuracy of Sections I-V. I have read the comments made by the reviewers of this form.

Date

Signature of Librarian

AFTER COMPLETING THIS SECTION, THE FORM IS FORWARDED TO THE PERSONNEL COMMITTEE.

- X. Comments of Library Personnel Committee (Please include the basis for evaluation.)
Comments should address each element of the librarian's performance and its impact on the department and library.

Signature of Chair
Library Personnel Committee

AFTER COMPLETING THIS SECTION THE COMMITTEE CHAIR FORWARDS THE FORM TO THE DEAN OF UNIVERSITY LIBRARIES.

- XI. DOUL's Comments

Signature of Dean of University Libraries

AFTER COMPLETING THIS SECTION THE DEAN RETURNS THE FORM TO THE LIBRARIAN.

XII. I have read the comments made in Sections X and XI. (An additional statement may be appended.)

Date

Signature of Librarian

AFTER COMPLETING THIS SECTION, THE LIBRARIAN SENDS THE FORM TO THE OFFICE OF THE DEAN, WHERE THREE PHOTOCOPIES ARE MADE: ONE FOR THE LIBRARIAN, ONE FOR THE DIVISION HEAD; AND ONE FOR THE DEAN. THE ORIGINAL IS THEN FORWARDED TO THE PROVOST.
