

APPENDIX E-1
DIRECTOR, LIBRARY
OR
PROGRAM AREA CHAIR OR PEER EVALUATION COMMITTEE
EVALUATION OF LIBRARIAN

Name _____

Date of Last Evaluation _____ College _____

Date of This Evaluation _____

Personnel Action Being Considered _____

DIRECTIONS:

Evaluate each librarian on items A through D (include E where applicable).

CRITERIA:

- A. Effectiveness in performing assigned responsibilities within the library (Article VIII, §A(3)(a)(i))

- B. Effectiveness in rendering assistance to students, faculty and the academic community (Article VIII, §A(3)(a)(ii))

- C. Continuing scholarship (Article VIII, §A(3)(b)(i))

- D. Other professional activities (Article VIII, §A(3)(b)(ii))

E. Alternative responsibilities (Article VIII, §A(3)(b)(iii); Article XII, §D; and Article XIV)

Signature of Person Conducting
Evaluation or Committee Chair

Date

This is to certify that I have read this evaluation

Signature of Librarian

Date

If a Committee, list the names of its members:

(TO BE FILLED IN BY CHAIR OF THE COMMITTEE):

Names of Committee Members

Recommendation concerning personnel action being considered:

Record of votes cast, if any:

(TO BE FILLED IN BY CHAIR OF THE COMMITTEE):

(For)

VOTE

(Against)

Date of Vote

APPENDIX E-2
EVALUATION OF ADJUNCT INSTRUCTORS
MASSACHUSETTS MARITIME ACADEMY

Name _____ Department _____

Date of Last Evaluation _____

Date of This Evaluation _____

Personnel Action Being Considered _____

DIRECTIONS:

1. Evaluate each adjunct instructor on items A through E (Article VIII–A, §C).

CRITERIA:

A. Teaching/Training Effectiveness

B. Assistance to Students

C. Maintenance of a Proper Uniform

D. Effectiveness in Correcting or Disciplining Students When Necessary

E. Other Professional Activities
