APPENDIX E-3 (for use during the 2021-2022 & 2022-2023 Academic Years Only)
PEER EVALUATION COMMITTEE'S
EVALUATION OF LIBRARY PROGRAM AREA CHAIR

Library Program Area Chair's Name: _____

University: _____ Date of Evaluation: _____

For each item, respond by marking the space under the appropriate category of the key. Mark your response in INK.

Legend: S – Superior   A – Adequate   IA – Inadequate   NA – Not Applicable

Evaluate the Library Program Area Chairs responsibilities (reference Article VI, Section A; use NA where not relevant and appropriate).	S	A	IA	NA
1. Providing for scheduling.				
2. Making recommendations to improve library services.				
3. Assisting in the recruitment of librarians.				
4. Submitting requests for supplies, equipment, library holdings, etc.				
5. Maintaining communication with students, prospective students and faculty at the university relative to library matters.				
6. Participating in the evaluation of librarians in accordance with the provisions of Article VIII.				
7. Advising librarians of the receipt of any substantial complaint which may affect the employment status of the librarian.				
8. Seeking to resolve internal conflicts between librarians.				
9. Preparing annual and long-range academic and budgetary plans for the library.				
10. Maintaining an inventory of library equipment assigned to the library and developing a long-range plan for the replacement of equipment.				
11. Meeting regularly with the Vice President and Dean of the Library and/or Library Director to confer for facilitating the operations of the library, including library services and activities.				
12. Supervising clerical and other non-unit staff where appropriate.				

Additional Remarks (optional)

_____   _____
Signature of Committee Chair   Date

This is to certify that I have read this document.

_____   _____
Signature of LPAC   Date

List the names of the members (to be filled in by the chair of the committee).

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