

**APPENDIX E-3 (for use during the 2020-2021 Academic Year 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**

<b>Evaluate the Library Program Area Chairs responsibilities (reference Article VI, Section A).</b>	<b>S</b>	<b>A</b>	<b>IA</b>	<b>NA</b>
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 library staff members.				
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 appropriate administrators and committees in order to coordinate library services and activities.				
12. Supervising clerical and other non-unit staff where appropriate.				

Additional Remarks (optional)

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Signature of Committee Chair

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Date

This is to certify that I have read this document.

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Signature of LPAC

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Date

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

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