

APPENDIX E-3 (for use during the 2021-2022 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

| 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).
