

**UNIVERSITY LIBRARY**

**PERFORMANCE EVALUATION CYCLE – AY 2024-2025**

	Hired Fall 2024	Hired Spring 2025	Hired Fall 2023	Hired Spring 2024	Currently in 3 <sup>rd</sup> Year	Currently in 4 <sup>th</sup> Year	Currently in 5 <sup>th</sup> Year	Currently in 6 <sup>th</sup> Year
<b>2024/2025</b>	Periodic Evaluation <b>OR</b> Mentoring Meeting		Periodic Evaluation	Periodic Evaluation <b>OR</b> Mentoring Meeting	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )
<b>2025/2026</b>	Periodic Evaluation	Periodic Evaluation <b>OR</b> Mentoring Meeting	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )	
<b>2026/2027</b>	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Performance Review (6 <sup>th</sup> )		
<b>2027/2028</b>	Periodic Evaluation	Performance Review (3 <sup>rd</sup> )	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )			
<b>2028/2029</b>	Periodic Evaluation	Periodic Evaluation	Performance Review (6 <sup>th</sup> )	Periodic Evaluation				
<b>2029/2030</b>	Performance Review (6 <sup>th</sup> )	Periodic Evaluation		Performance Review (6 <sup>th</sup> )				
<b>2030/2031</b>		Performance Review (6 <sup>th</sup> )						

**OVERVIEW OF EVALUATION PROCESS**

	When review takes place	What candidate assembles	Who conducts review	Review outcome
<b>Probationary Faculty Year 1</b>	In Fall semester, a mentoring meeting with dean or designee (Associate Dean) may be requested in lieu of a formal evaluation.			
<b>Probationary Faculty Years 2, 4, or 5</b>	Fall semester	Interfolio dossier to include PDS, c.v., peer evaluations, prior years’ periodic evaluations and performance review letters, and an annotated list of significant items.	1) Library Peer Review Committee 2) Dean	Completed periodic evaluation form/letter to be placed in Personnel Action File only. <u>Will not</u> be required for submission with subsequent years’ performance reviews.
<b>Probationary Faculty Years 3 or 6</b>	Begins Fall semester; continues through spring semester	Interfolio dossier to include PDS, c.v., prior years’ performance review letters, five significant items in library service effectiveness, professional growth, and service.	1) Library Peer Review Committee 2) Dean	PDS to be placed in Personnel Action File.