



Peralta Community College District

**LIBRARY FACULTY REFERENCE OBSERVATION-
EVALUATION FORM
(For PART-TIME, LTS and TENURED FACULTY)**

Semester _____ Academic Year _____ Date of Eval./Observation _____

Name of Faculty Evalued _____ College _____

Evaluator _____

General instructions:

This form is for all part-time library faculty reference observations/evaluations. Part-time library faculty observations/evaluations must be conducted once every three years. In order for a part-time library faculty member to enter the Preferred Hiring Pool, every box in Parts A and B below must be checked. A blank box will eliminate a part-time library faculty member from consideration for the Preferred Hiring Pool.

For initial entry into the Preferred Hiring Pool, in addition to the checked boxes in Parts A and B, Part C must be completed and the summary evaluation rating must be "surpasses" or "exemplary." In subsequent evaluations (after initial entry into the Preferred Hiring Pool), every box in Parts A and B must be checked and a summary evaluation rating must be at minimum "meets all requirements" for a part-time faculty member to remain in the Preferred Hiring Pool.

Prior to the reference session observation/evaluation, the evaluator shall meet with the library faculty member to discuss the goals and objectives for the reference session. The library faculty member may provide the evaluator with any additional instructional materials considered appropriate.

A. Motivation and Interpersonal Skills1. The librarian (*check those that were observed or otherwise shown to be a part of the class*):

- ☐ is enthusiastic and encouraging about the student's information need
- ☐ presents ideas clearly
- ☐ creates an atmosphere conducive to learning
- ☐ encourages student participation
- ☐ uses appropriate information resources in varied formats (e.g. print/online, graphic, multi-media, etc.)
- ☐ supports students by treating them with respect
- ☐ responds to students' questions/concerns
- ☐ keeps the reference interview focused
- ☐ upholds faculty/student confidentiality

Justify your assessment of the above factors (required) (*use additional pages if necessary*):

B. Knowledge Base & Application of Knowledge Base

1. The librarian (*check those that were observed or otherwise-shown to be a part of the class*):

- ☐ is knowledgeable of librarianship (issues, best practices, methodologies, etc.)
- ☐ is organized and prepared for the reference interview
- ☐ involves students in the search process
- ☐ asks students questions to clarify information need (e.g. class assignment)
- ☐ encourages students to critically analyze, synthesize and evaluate information
- ☐ verifies that the student information needs have been met
- ☐ achieves objective(s) of the reference interview

Justify your assessment of the above factors (required) (*use additional pages if necessary*):

C. **Justification of Rating**

A rating of "Exemplary" or "Surpasses" is required for part-time faculty (who otherwise qualify) to gain entry into the Preferred Hiring Pool (*see* Article 30 of PFT contract). If you give a faculty member an evaluation rating of either "Exemplary" or "Surpasses" in part D, **you must** justify your rating, citing example(s) and/or specific factor(s). There is no "minimum" number of examples/factors that must be described **in this section** for a rating of "Exemplary" or "Surpasses." The requirement in this section is that the rating be clearly justified by the observer. Use additional page(s) if necessary."

Examples **may** include one or more of the following:

- unique and extremely effective ways in which the librarian demonstrates her/his motivational and interpersonal skills,
- exceptional knowledge base or application of knowledge base,
- other areas or duties in which the librarian excels (e.g. classroom, orientations/lab instruction, collection development, information technology, information competencies, etc.)

Specific factors **may** be -- but are not limited to -- attributes such as the ability to:

- synthesize and present ideas very clearly,
- use carefully chosen resources in various formats
- use physical demonstrations to clarify concepts
- have outstanding methods for addressing different learning styles
- encourage development of analytical and critical thinking, and information literacy (e.g., find, evaluate and use relevant information, discuss and analyze various possible reasons for specific hypotheses, or conclusions, facts, or opinions found in various research resources, and recognize need to prepare well-supported arguments using more than one perspective for class assignments)
- demonstrate responsiveness to student(s)
- maintain high standards of librarianship
- make learning relevant to students' lives by providing resources and teaching necessary skills to access information relevant to student's academic careers, employment, and long-life learning

D. Evaluation rating:

The librarian:

- ☐ Is exemplary
- ☐ Surpasses requirements
- ☐ Meets all Requirements
- ☐ Does not consistently meet requirements
- ☐ Does not meet requirements

Justify your rating. Please be as specific as possible:

Signatures:

Evaluator: _____ Date: _____

Evaluee: _____ Date: _____

The evaluee’s signature on this form does not constitute acceptance of this evaluation. The evaluee has the right to append his/her own written comments.