



Confirmation of Annual Performance Evaluation for Librarians

Morehead State University
 Human Resources
 301 Howell-McDowell
 606-783-2097

Librarian's Name		Rank		Performance Year	
Librarian's ID #		Job Title		Evaluation Period	

The purpose of this form is to document that the annual review of performance for librarians mandated in Pac-31 has been completed for each individual librarian and that in each instance it conforms to the guidelines for such reviews provided in UAR 116.05.

The evaluation period is:
 Probationary Post-Probationary

REQUIREMENTS OF Pac-31 and UAR 116.05
 The Dean of Library Services will confirm that each requirement from Pac-31 and UAR 116.05 relating to the annual review of performance for librarians has been fulfilled for the individual for the evaluation period.

REQUIREMENT FROM Pac-31 "Professional Librarians must undergo annual review of performance, and they must undergo peer and administrative review when applying for promotion."	CONFIRMATION <input type="checkbox"/> A performance review was completed for this evaluation period. <input type="checkbox"/> The annual performance review is a separate process from promotion review.
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REQUIREMENTS FROM UAR 116.05 "The review process will be based on evaluation of criteria in the areas of librarianship, professional achievement, and service against which the performance of individual librarians will be compared."	CONFIRMATION <input type="checkbox"/> Librarianship was evaluated. <input type="checkbox"/> Professional Achievement was evaluated. <input type="checkbox"/> Service was evaluated.
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"The criteria will not be a set of fixed universally-applied standards, but a set of goals established by each librarian in conjunction with his or her supervisor at the beginning of the review period. The goals should reflect the specific role of the librarian within the Library and should recognize the variables which affect opportunities for professional achievement and service."	<input type="checkbox"/> Individualized goals were set at the start of the period. <input type="checkbox"/> The goals were specific to the librarian's role within the library. <input type="checkbox"/> The goals realistically reflected the variables affecting opportunities for professional achievement and service available to the librarian.
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"Performance-based compensation will be determined through supervisory and peer review."	<input type="checkbox"/> A supervisory review was completed. <input type="checkbox"/> A peer review was completed.
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COMMENTS (OPTIONAL)

Dean of Library Services:	Librarian:

A signature means that the confirmations made above are accurate. It does not signify agreement with anything beyond that.

	Print Name	Signature	Date
Librarian			
Dean of Library Services			

If the librarian chooses not to sign, they should use the comments section or attach additional documentation to explain the reason they do not wish to sign.