Policy Title: Graduate Assistant (GA) Performance Evaluation

Policy Statement:

University Library faculty members supervising Pre-Professional Graduate Assistants will provide each Graduate Assistant (GA) with an Exit Interview prior to the conclusion of the term of appointment.

Exit Interviews will be based, in part, on a “Report of GA Activities” to be provided by the GA to the faculty supervisor prior to the scheduled Exit Interview.

Library units may develop their own Exit Interview schedules and guidelines for the Report of GA Activities, but the latter should always include (at a minimum) the following elements:

1. report of projects completed by GA during the term of appointment;
2. discussion of contribution made by GA to unit goals and services;
3. discussion of contribution made by GA to University Library goals and services; and
4. discussion of GA perception of the educational value of the pre-professional experience.

The Report of GA Activities (along with a note documenting the date that the Exit Interview was conducted) should be transmitted to the Unit Head (when the faculty supervisor is not also the Unit Head), and to the Director of Library Human Resources. GA Performance Evaluation materials will be held in the Office of Library Human Resources, and decisions on retention made according to established records retention policies for personnel records.

Unit heads will prepare a synthesis of the information collected through the GA Performance Evaluation process to be included in the narrative section of the Unit Annual Report (due August 15th).

All GA assignments in the University Library are covered by this policy without regard for funding source.

Related Documents:

Handbook for Graduate Students and Advisors
http://www.grad.uiuc.edu/gradhandbook/

Graduate Student Hiring Procedures
http://www.library.uiuc.edu/administration/services/policies/GA.htm
Related Resources:

University Library Office of Human Resources – Graduate Assistants
http://www.library.uiuc.edu/administration/human/graduate.html

Responsible Office: University Library Office of Human Resources

Contact: Cindy Kelly, Library Human Resources, 127 Main Library, 1408 W. Gregory Drive, Urbana, IL 61801. 217-333-8168.

Approved by: University Library Administrative Council

Approved on:

Effective on: August 16, 2007

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