

MOTION of the Executive Committee regarding procedures for the five-year evaluation of the University Librarian.

The University Statutes state that "[t]he performance of the campus librarian shall be evaluated at least once every five years in a manner to be determined by the faculty of the campus library and the library committee of the campus senate. As part of the evaluation, views shall be solicited from the library committee of the campus senate, from other concerned faculty and from the entire faculty of the campus library" (Article VI, paragraph e).

The Provost and the Vice Chancellor for Academic Affairs has not yet instructed the Library Executive Committee to proceed with this review, but the Provost's Office confirmed in a telephone conversation in November, that indeed the Provost will do so this academic year. The deadline for submitting the final report and the form for the final report has yet to be determined.

The Library Bylaws stipulate that "[t]he Executive Committee shall also, on the occasion of the University Librarian's five-year evaluation, work with the Library Committee of the Campus Senate to prepare for the approval of the Library Faculty a plan for conducting this evaluation" (Article V, section 6, paragraph c). Accordingly, the Executive Committee proposes the following procedures:

1. The Executive Committee will conduct the evaluation in cooperation with the Senate Library Committee. The elected vice-chair of the Executive Committee will chair the Executive Committee for the purpose of performing the evaluation, in accordance with Article V, section 5, paragraph e of the Library Bylaws.
2. The Library Committee of the Senate shall be responsible for gathering evaluative information from the campus faculty and academic professionals, students, and deans. In addition to supplying information to the Library Executive Committee, a summary report will be filed with the Executive Committee of the campus Senate.
3. The Executive Committee shall be responsible for the development of the questionnaires to be submitted to the faculty and staff of the University Library.
4. All library faculty and staff will have the opportunity to comment in writing to the Executive Committee. All letters received by the Executive Committee in conjunction with this review will be considered confidential. The Executive Committee may use evaluative comments and insights from the letters in its reports but will protect the privacy and

confidentiality of the authors of the letters so used. All letters received by the Executive Committee for this purpose will be maintained as confidential restricted documents (for a period of 25 years).

5. The Executive Committee will interview the Provost and the University Librarian separately for the purpose of receiving information they may wish to convey. As required by campus procedures for dean review, the University Librarian will provide the Executive Committee with a written, self-evaluation, to be shared with the Library Committee of the Campus Senate.

6. When the results of the surveys have been tabulated and analyzed, and all comments received, the Executive Committee will prepare a final report for the Provost. This report will incorporate the results of the evaluation conducted by the Library Committee of the Senate, pending preferences on format of the final report by the Provost.

7. The Executive Committee will report the completion of the procedure to the library faculty.

8. The Executive Committee will also prepare a final report without evaluative data documenting the process followed in preparation of the review, and send all materials to the University Archives.