March 5, 2019

MOTION of the Executive Committee regarding procedures for the five-year evaluation of the Dean of Libraries.

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).

On February 12, the Provost and the Vice Chancellor for Academic Affairs charged the elected members of the Library Executive Committee to serve as members of the Dean’s Evaluation Committee (DEC), and he appointed Dean Allen Renear of the School of Information Sciences to serve as the DEC Chair. In addition, the Office of the Provost has outlined our responsibility to assemble commentary about the administration of the Library and assess the Dean’s administrative effectiveness. Consistent with Provost Communication 24, the committee will use a standard survey to insure broad input on critical issues as well as a combination of approaches to solicit input. The deadline for submitting the final report is May 15, 2019.

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). Our February 12 meeting with the Provost and Dean Renear indicated that the *Statutes* mandate of a Senate Library Committee in the review will be handled independently. However, consistent with the Bylaws and with past practices for the five-year review, the Executive Committee presents to the Library Faculty the following procedures:

1. The Executive Committee will constitute the Dean’s Evaluation Committee as chaired by the appointee of the Provost.
2. The Library Committee of the Senate shall conduct its responsibilities for gathering information from the campus separate from the work of the Dean’s Evaluation Committee.

1. The Dean’s Evaluation Committee shall be responsible for the development of the questionnaires to be submitted to the faculty, and academic professional, and civil service staff of the University Library.
2. All library faculty and staff will have the opportunity to comment in writing to the Dean’s Evaluation Committee. All letters received by the DEC in conjunction with this review will be considered confidential. The DEC 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 Dean’s Evaluation Committee for this purpose will be maintained as confidential restricted documents (for a period of 25 years).
3. The DEC will interview the Dean of Libraries and Associate University Librarians separately for the purpose of receiving information they may wish to convey. As required by campus procedures for dean review, the Dean will provide the Dean’s Evaluation Committee with a written, self-evaluation.
4. When the results of the surveys have been tabulated and analyzed, and all comments received, the DEC will prepare final reporting for the Provost.
5. The Executive Committee will report the completion of the procedure to the library faculty.
6. The DEC 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.