Instructions for the Library Faculty
Annual Report of Activities
January – December 2013

PERFORMANCE
The Library’s Performance Standards will be considered in assigning the Performance rating of Advanced, Intermediate, Basic or Unacceptable.

A. Review, update and attach your job description.

B. Using your job description list/describe activities, specific projects, and accomplishments that enhanced/complemented your regular duties.

   Checklist (including, but not limited to the following):
   - In-house guides, manuals, procedures, web duties, or other similar materials produced this year as an aid to your performance or to assist others; formal or informal user instruction; administrative duties; library service; and grant proposals submitted and/or awarded.

C. Professional development activities (including credit courses, continuing education, workshops, conferences, meetings; and professional membership).

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CRITERIA FOR RESEARCH AND SCHOLARLY ACTIVITY
Will be rated on a four-category scale (Advanced, Intermediate, Basic, No Activity). For purposes of this category, “librarianship” is broadly defined as activity related to the profession or any aspect of one’s job responsibility. This includes subject specialists giving papers and presentations within their areas of expertise. Also, items accepted for publication but not yet published may be listed. However, each publication may be submitted only once. (A letter confirming expected date of publication or final proofs will be considered evidence of acceptance).

Advanced

Publications relevant to librarianship
Only those publications noted below will be considered for an advanced rating.

- Books (including editorship of a book) – defined as a single unit, essentially scholarly in content, with some kind of external peer validation, published by a reputable commercial, learned society, or professional organization publisher, normally with a minimum of 65 pages.
- Book chapter
- Article in refereed journal or invited article (some type of board determines suitability for publication)
- Significant activity as a member of a national, regional, or state committee or task force which produced a substantive document that is essentially scholarly in
nature.

**Presentations relevant to librarianship**
Only papers of the type noted below will be considered for an advanced rating.
- Research paper presented at a national, regional, or state professional conference, comparable in content and length to an article in a refereed journal, with accompanying evidence of research.

**Intermediate**

**Publications relevant to librarianship**
Examples include, but are not limited to, the following:
- Article in a non-refereed journal
- Editorship of a journal or journal issue
- Software (when responsible for the creative or scholarly content) with evidence of external use/recognition
- Entries in reference books of a substantial nature

**Presentations relevant to librarianship**
Examples include, but are not limited to, the following:
- Individual presentation at a professional conference (national, regional/state, other) on a descriptive or practical topic.
- Presentation at a workshop, seminar or poster session, for peers outside the library with accompanying evidence of (some minor level of) research, such as a bibliography, outline or prepared statements/
- Participation as a panel member or moderator at a professional meeting with accompanying evidence of (some minor level of) research, such as a bibliography, outline, or prepared statements.

**Basic**

**Publications relevant to librarianship**
Examples include, but are not limited to, the following:
- Book reviews or reviews of non-print formats, such as software
- Editorship of a newsletter or column
- Other publications, such as directories or meeting synopses
- Brief entries in reference books
- Other: Non-refereed conference proceedings, abstracts, trade journals, newsletter articles and reports, etc.
- Bibliography for conference program

**Presentations relevant to librarianship**
Examples include, but are not limited to, the following:
- Participation as a panel commentator or moderator

**No Activity**
No evidence presented of activity or accomplishments relating to publications, presentations, or scholarly contributions.

**Auxiliary Scholarly Activity**

This category is for the research and scholarly activities noted above that are not directly related to librarianship. Entries in this category will only be considered for merit pay if there is other activity listed at the “Basic” level or higher, and then only minimally.

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**CRITERIA FOR SERVICE ACTIVITY**

Will be rated on a four-category scale (Advanced, Intermediate, Basic, No Activity). For purposes of this category, “Professional Service” is defined as activity beyond mere membership in library-related organizations or groups. “University Service” is defined as membership on any of the university’s administrative committees or task forces.

**Advanced**

Typically, both service to the profession and to the university are expected, but substantial activity in either category may be deemed sufficient to warrant an advanced rating.

A. **Professional Service**
   - Providing leadership in a regional/national, state or other professional library-related organization through serving as an officer, committee chair, or other substantial contribution.

B. **University Service**
   - Providing leadership and influence through major and active university-level service (e.g. Courses and Curriculum Committee, Grievance Review Committee).

**Intermediate**

A. **Professional Service** *(required as a minimum to receive this rating)*
   Examples of service include, but are not limited to, the following:
   - Serving as a member of an active committee in a professional library-related organization
   - Reviewing grant proposals
   - Serving as a reviewer or referee of articles
   - Organizing professional meetings

B. **University Service**
   - Serving as a member of an active university committee or task force

**Basic**

A. **Professional Service**
   - Serving as a member of a committee with minimal activity.
B. University Service
   • Serving as a member of a committee with minimal activity.

No Activity
No evidence presented of activity or accomplishments relating to professional, university, or community service.

Auxiliary Service Activity
This category is for the types of participation noted above that are not directly related to the library profession or the university. This includes participation beyond mere membership in groups related to other professions, community service, as well as service to the following groups affiliated with the university: Friends of the Library; UNO Federal Credit Union; Alumni Association; UNO Foundation; UNO Federation of Teachers. Entries in this category will only be considered for merit pay if there is other activity listed at the “Basic” level or higher, and then only minimally.

GOALS
The goals that you list will be discussed with the department chair or dean as appropriate at the evaluation meeting.

Performance Goals
Set performance goals for next year.

Research Goals
Set research goals for next year.

Service Goals
Set service goals for next year.

Approved 7/13/2005
rev. 04/25/08
rev. 3/6/2012