

UNIVERSITY LIBRARY

PERFORMANCE EVALUATION CYCLE – AY 2025-2026

	Hired Fall 2025	Hired Spring 2026	Hired Fall 2024	Hired Spring 2025	Currently in 3 rd Year	Currently in 4 th Year	Currently in 5 th Year	Currently in 6 th Year
2025/2026	Periodic Evaluation OR Mentoring Meeting		Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)
2026/2027	Periodic Evaluation	Periodic Evaluation OR Mentoring Meeting	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	
2027/2028	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Performance Review (6 th)		
2028/2029	Periodic Evaluation	Performance Review (3 rd)	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)			
2029/2030	Periodic Evaluation	Periodic Evaluation	Performance Review (6 th)	Periodic Evaluation				
2030/2031	Performance Review (6 th)	Periodic Evaluation		Performance Review (6 th)				
2031/2032		Performance Review (6 th)						

OVERVIEW OF EVALUATION PROCESS

	When review takes place	What candidate assembles	Who conducts review	Review outcome
Probationary Faculty Year 1	In Fall semester, a mentoring meeting with dean or designee (Associate Dean) may be requested in lieu of a formal evaluation.			
Probationary Faculty Years 2, 4, or 5	Fall semester	Interfolio dossier to include PDS, c.v., peer evaluations, prior years' periodic evaluations and performance review letters, and an annotated list of significant items.	1) Library Peer Review Committee 2) Dean	Completed periodic evaluation form/letter to be placed in Personnel Action File only. <u>Will not</u> be required for submission with subsequent years' performance reviews.
Probationary Faculty Years 3 or 6	Begins Fall semester; continues through spring semester	Interfolio dossier to include PDS, c.v., prior years' performance review letters, five significant items in library service effectiveness, professional growth, and service.	1) Library Peer Review Committee 2) Dean	PDS to be placed in Personnel Action File.

