University Libraries – Faculty Performance Review Process

The Performance Review is intended to provide formal feedback on the job performance of an employee. In the case of tenure track faculty members, the review also provides feedback on his/her progress toward readiness to apply for tenure and promotion. The process is intended to provide constructive feedback that will help the faculty member to identify his/her strengths and/or weaknesses and enable him/her to focus on those areas that might need attention.

While the formal review provides documentation of the review process, it should not be the only time the faculty member receives feedback from his/her supervisor. Throughout the course of the review period, the supervisor is expected to be routinely giving the employee feedback on his/her job performance. Ratings given during the performance review should not come as a total surprise to the employee. Rather they should be confirmation of verbal feedback that has been given throughout the evaluation period.

Faculty performance reviews are based on the calendar year. Each review encompasses January through December of the previous year.

1. The performance review is to be completed using the online form available on the Provost’s website.
2. The faculty member begins the review process by filling in, on the form, information about his/her accomplishments during the previous year.
3. Accomplishment should be reported in the three areas of faculty responsibility: Librarianship, scholarship, and service to the profession.
4. Librarianship encompasses all the work that is done by the individual as a part of his/her role as a librarian and as a member of the faculty of the University of Memphis.
5. Scholarship refers to the research, writing, and presentations that the individual does primarily for an audience external to the University Libraries.
6. Service to the profession refers to the individual’s involvement in organizations and associations related to the broader fields of librarianship, education, and/or the research interest of the individual.
7. In addition to reporting on his/her accomplishments, the faculty member writes a narrative statement that is his/her reflection on the year gone by. In this document, he/she has the opportunity to comment on the year and to indicate what went well and what didn’t go so well during the year.
8. The department head adds his/her comments to the document and then meets with the dean to discuss.
9. The dean adds her comments and points out any particular areas of weakness that need to be addressed.
10. The performance review process culminates with a face-to-face meeting between the faculty member and his/her department head. The faculty member has the opportunity to add his/her comments.

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