LAC Minutes  
Tuesday, January 17, 2017

Present: Gail Barton, Gerald Chaudron, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Elizabeth McDonald, Bess Robinson, Perveen Rustomfram, Archie Shelton, James Singleton, Lee Slack, 

Absent: Gerald Chaudron

Guest: Brigitte Billeaudeaux, Caitlin Harrington

1. University Libraries Art Task Force Update – Caitlin Harrington  
A draft of the University Libraries Art Exhibition Mission Statement was distributed to council members. Several changes will be made to the document and it will be presented again at an upcoming LAC meeting. The University Libraries Art Exhibition Mission Statement is attached to the minutes.

2. Unisex/Accessible Restroom - S. Ford  
The University has determined that there is a need to create some unisex public restrooms. McWherter Library and the UC are two buildings that seem appropriate for such restrooms. The Faculty/Staff copy room will likely be converted into a Unisex/Family restroom. A diaper changing station may be included. This conversion will not begin until money is allocated for the project.

3. Performance Reviews Guidelines - S. Ford  
It is time to begin preparing for annual performance reviews. Performance Review Guidelines for Faculty and Staff are attached to the minutes.

4. Upcoming Budget Presentation - S. Ford  
The fiscal year 2017-18 will be the first year for full implementation of the SRI budgeting model. Shanika Jones and Dean Ford are preparing for the upcoming budget presentation. In addition to submitting written materials, 30 minutes will be allotted for our presentation to the Budget Review Committee. If any Department Head has a request for allocations to be included in the budget, they should let Shanika know by Wednesday, January 18. These requests should be for things not included in our normal budget.
5. **Additional Agenda Items**
   Collective Conference 2017 – S. Ford
   The Collective Conference 2017 will be March 2-3, in Knoxville, TN. Information on the conference can be found at [http://www.thelibrarycollective.org/](http://www.thelibrarycollective.org/). The Collective has been offering a low cost, high impact alternative for conferences since 2015.

6. **Gift in Kind Forms – Archie Shelton**
   The Gift in Kind Form being used by some in the libraries has become outdated. It doesn’t adequately describe what is being donated. The form we should be using is available on the UofM Foundation website, [http://www.memphis.edu/foundation/foundationforms/index.php](http://www.memphis.edu/foundation/foundationforms/index.php). All donations should be reported to Archie Shelton, shelton7@memphis.edu, X2584. We want to make sure that donors are thanked appropriately. Please remember that University Libraries does not provide appraisals for donations. If a donor wants/needs an appraisal, it is the donor’s responsibility to arrange and pay for the appraisal.

7. **Announcements**
   **James Singleton**
   The renovations to the stairway are now complete.

   **Shanika Jones**
   If you have any information pertaining to budget needs or challenges, send them to me by Wednesday, January 18.

   **Shelia Gaines**
   The journals from the Math Library have been incorporated into the ones on the second floor. We are still doing some labeling.

**Meeting Adjourned:** 9:12 AM  
**Minutes Finalized:** January 25, 2017
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.

5 November 2013
University Libraries - Staff Performance Review Process

The Performance Review, whether probationary or annual, is intended to provide formal feedback on the job performance of an employee. The process is intended to provide constructive feedback that will help the employee to identify his/her strengths and/or weaknesses and enable him/her to improve his/her performance as might be appropriate. The formal review is not intended to take the place of regular ongoing feedback on job performance. 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. The formal performance review should essentially be a documentation of what the employee already knows as a result of regular ongoing conversations with the supervisor during the review period.

Following is the procedure for completing Performance Reviews in the University Libraries:

1. There are two types of staff performance reviews:
   a. A probationary review occurs when an employee has been in a position for six months. This applies to new hires as well as to existing employees who have changed positions.
   b. An Annual Review occurs when an employee has performed a job for 12 months. In the first year of employment, an annual review might occur when the employee has worked more than six months but less than twelve.

2. Either type of review is to be completed using the online Performance Review system implemented through the Human Resources Department.

3. The performance review covers a specified period of time and should take into consideration the work that was done during that time.

4. The immediate supervisor has the responsibility for completing the performance review.

5. The Dean of University Libraries reviews all performance reviews to ensure a degree of consistency in both quality and content throughout the University Libraries.

6. The supervisor must grant access to all performance reviews to the Dean of University Libraries so she can review (1) the draft (before it’s submitted to the employee) and (2) the final review (before it is submitted to Human Resources).

7. When the draft is ready for review and when the final is ready to go to Human Resources, the supervisor notifies the Dean of University Libraries via email sford@memphis.edu so she can review the document and provide feedback.

8. Employees are encouraged to complete a self evaluation and to provide input into his/her performance review. This provides an opportunity for the employee to objectively think about the job that his/she has done during the review period. This is also a good time for the employee to identify and organize documentation relevant to his/her performance.

9. The form to be used for the self evaluation is available on the Libraries’ intranet at http://www.memphis.edu/libraryintranet/performance_review.php

10. When the employee completes a self evaluation, the supervisor should review it and discuss it with the employee. This should happen as a part of a face-to-face meeting. This can be a preliminary meeting in which the self-evaluation is discussed and later taken into consideration as the final review is prepared or it can be as a part of the formal performance review meeting.
11. While the self-evaluation is a useful part of the process and may inform the final evaluation, it should not be thought of as a substitution for the supervisor’s formal performance review.

12. If there is a significant difference between the employee’s self-evaluation and the supervisor’s evaluation, this might be an indication of a lack of common understanding of expectations, job responsibilities, and/or work procedures. It is the supervisor’s responsibility to ensure that specific steps are taken to identify and rectify any misunderstandings in this regard.

13. While the employee's input might serve to provide information that helps to improve his/her rating, under no circumstances should the supervisor lower his/her rating if the employee has rated him/herself lower on a criteria on the self-evaluation.

14. In the University Libraries, all 12 evaluation criteria are used when conducting performance reviews. Five (5) of these criteria are to be rated as 1 for Job Importance and seven (7) are to be rated as 2 for Job Importance. Which criteria will be 1 and which will be 2 is normally agreed upon during the planning meeting at the beginning of the evaluation period.

15. Regardless of the rating being given, the supervisor is expected to provide a statement that supports and provides an appropriate context for the performance rating.

16. Both supervisors and employees should be reminded that a rating of 3 is perfectly acceptable and means that the individual is performing satisfactorily and meeting the expectations of his/her job. Ratings between 3.0 and 3.9 indicate the individual is performing at acceptable and even very strong levels.

17. A rating of 4 means that the individual frequently exceeds the performance expectations. A supervisor who wishes to give a rating in the 4 to 4.9 range must be able to explain what the employee did during the evaluation period to exceed job performance expectations for a qualified and competent individual in his/her position. The supporting statement should enumerate 3 or more specific things that he/she did that went above and beyond job performance expectations.

18. A rating of 5 means that the employee consistently exceeds job performance expectations for a qualified and competent individual in his/her position. This implies that the employee performs at tip top levels each and every day. He/she never has an off day, never makes a mistake, and knows virtually everything there is to know about that aspect of his/her job. A supervisor who wants to give a five rating needs to provide a very strong statement of support and should be able to describe no less that 5 incidents showing how the individual exceeded job performance expectations during the performance period.

19. After the face to face meeting, the employee has an opportunity to add any comments that he/she might wish to make a part of the official record. If comments are added, please inform the Dean of University Libraries so that she can be certain to review the comments.

20. When the final performance review occurs, the employee and the supervisor must meet face-to-face to discuss the final review.

21. After the formal meeting, and after any additional comments have been added to the final document, the Dean is notified so that she can review the final document.

22. The supervisor then submits the final document to the Human Resources Office where it becomes a part of the official record.

23. The performance review process culminates with the development of a Planning Document which establishes the framework for the next performance review. This document identifies

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which of the evaluation criteria will be ones or twos in the next evaluation period. The plan for strengthening any identified weaknesses will be laid out here. If specific skill development is needed, the plan for achieving that skill will be included in this planning document. When appropriate, this is where priorities for the coming evaluation period will be documented.

24. The Planning Document is also actually the first step in the evaluation process. It is developed at the beginning of the evaluation period and should be reviewed and if necessary adjusted during subsequent performance related meetings during the review period.

25. Under no circumstances should the planning document be revised without the knowledge of both the employee and the supervisor.

26. Keep in mind that throughout the process the Performance Review is intended to be a constructive process not a destructive one.
Proposed University Libraries Art/Gallery Space Mission Statement

Purpose:
McWherter Library serves the University of Memphis community providing access to information services and resources in a welcoming, innovative, and stimulating environment. To that end, the new exhibit areas in the Reserves Room and on the 2nd, 3rd, and 4th floors are intended for temporary exhibitions that to give voice to diverse talents of the University of Memphis community, including students, faculty, and staff. The goal of these exhibit spaces is to foster a sense of discovery through visual media that encourages both cultural and intellectual growth in support of the University of Memphis Libraries educational mission.

Space:
Wall space in the Reserves Room and by entry landings on the 2nd, 3rd, and 4th floor is available and measures 6’x8’.

Selection Process:
The University Libraries reserves the right to decline the display of any proposed artwork without cause.

In accordance with the University of Memphis Libraries Display Policy, proposals from organizations outside of the University Libraries must support the educational mission of the University Libraries and aid in creating a sense of community within the library. Written proposals must be submitted to the Administration Department and evaluated by the Dean of University Libraries, who will make the final decisions. All inquiries should be addressed to Libraries Administration (Room 204, Ned R. McWherter Library, 901-678-2201).

Exhibition Procedures:
- All artwork must arrive ready to hang and will be hung by facilities management. The University Libraries will not provide frames or other hanging materials beyond the hooks to hang the art from the rails.
- Exhibitors are responsible for bringing accepted items to McWherter Library for display and are responsible for picking up their items in accordance with the loan agreement form.
- All exhibitors must sign an art loan agreement and waiver of liability form prior to any works being displayed. Please note that the University of Memphis Libraries does not assume responsibility for any loss, theft, or damage to pieces being exhibited or displayed, nor does it offer any insurance for these items. All pieces lent to McWherter Library for display are done so at the risk of the exhibitor and the exhibitor assumes full responsibility for any loss or damage to their pieces on display.
- The University of Memphis Libraries does not engage in sales or referrals for sale.

Publicity:
The University of Memphis Libraries will advertise exhibits on the Libraries website and events calendar, as well as through social media platforms.

Contact Information:
For questions please email the Library Art Task Force: lib_art_task@memphis.edu