

Appendix I: Annual Review

See also *Personnel Document*, 2.0.

The results of annual reviews are independent from promotion and/or tenure reviews. Incentives may be given through annual reviews for work that requires both time and conscientious effort and that is essential to the governance of the Libraries faculty, consistent with the strategic plans of the university, or integral to the operation of professional organizations, but that may not reflect the kind of contributions expected for tenure. Early in the pre-tenure period the faculty member should develop a program that will demonstrate progress toward long-term goals, emphasizing quality over quantity. As part of the annual review for persons with promotions ahead of them, the Personnel Committee will highlight contributions that they believe would make worthy components of the promotion/tenure file as described in Appendix II. No decision or advice by one Personnel Committee for annual review should be considered binding on future Committees.

The criteria presented in this document should be interpreted within the framework of the peer review process. Benchmarks and lists serve as guides rather than prescriptions. They are not substitutes for judgment on the part of any reviewing body. Nor should they be viewed as a guarantee of promotion or tenure at a later date. The expectations for any particular faculty member will, in part, be determined by where they are in their professional career. In general, certain qualities and characteristics are associated with the stages of one's career (see Appendix II). Additionally, general factors are expected of all faculty members regardless of rank. These include, but are not limited to:

- effective communication skills
- professionalism, collegiality, dependability, and adaptability
- independence and responsibility
- consistency of performance and accuracy
- initiative, creativity
- quality of decision making, judgment, influence, impact, and leadership
- organizational skills, planning, supervision, and management
- ability to relate job functions to the goals of the Libraries and University
- effective response to criticism and suggestions
- professional growth and development

Criterion A: Teaching

Typically, the activities in this criterion are assigned the largest percentage of the faculty member's annual workplan. Individual workplans for faculty members vary considerably. For definition of work under this criterion, see *Personnel Document* 2.0.

Criterion B: Research or Creative Activity

For definition of work under this criterion, see *Personnel Document* 2.0.

The quality and significance of research and creative activities will be judged with respect to the individual faculty member's position and point in career, as well as the nature of the activity in question. Examples of research and creative activities include but are not limited to:

- publishing an article or chapter in a peer-reviewed journal or edited volume, or contributing an article or chapter by invitation

- serving as author or editor of a book or book chapter
- making a presentation that reflects scholarship or research at a peer-reviewed national, regional, or state conference, or making a presentation at such conferences by invitation
- presenting a poster at a national, regional, or state conference
- receiving grant funding in support of the Libraries mission and goals or to further one's expertise or performance
- moderating or participating in a panel discussion at a conference

Criterion C: Service to the Profession, the Unit, the University, or the Community

For definition of work under this criterion, see *Personnel Document 2.0*. The significance, quality, and impact of specific accomplishments will be considered, as well as leadership, influence, and reputation at the state, regional, national, or international level. Beginning early in the pre-tenure period, faculty members are expected to contribute to some combination of:

- governance of the University Libraries
- work of University committees
- leadership, planning, and governance of state, regional, national, or international professional organizations

The quality and significance of service activities will be judged with respect to the individual faculty member's position and point in career, as well as the nature of the activity in question. Examples of service activities include but are not limited to:

- participating actively on library, campus, university, and faculty governance committees and bodies
- serving as an academic advisor, internship program director, or thesis/dissertation committee member
- participating actively in professional or scholarly organizations at the state, regional, national, or international levels
- holding a leadership position in a state, regional, national, or international professional organization
- organizing conferences and other meetings
- refereeing journal articles or book manuscripts
- editing or performing editorial duties for scholarly or professional publications
- serving on grant review panels or committees
- conducting a peer-sharing
- serving as a mentor in a formal capacity

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