

# FORM FOR THE EVALUATION OF LIBRARY CHAIR

For use of this form, see the Clemson University *Faculty Manual* Chapter VI, E4aiv. Copies of this form are available on the Faculty Senate website.

Faculty of the **University Libraries**,

As mandated by the *Faculty Manual*, a review of: \_\_\_\_\_ as Library Chair  
is underway. As part of this process, the input of all personnel in the Libraries is sought. Therefore, please take the time to fill out this questionnaire, and feel free to use additional sheets if necessary. Your responses will remain anonymous.

---

Please check your position in the Libraries (optional):

<input type="checkbox"/> Librarian	<input type="checkbox"/> General Librarian
<input type="checkbox"/> Associate Librarian	<input type="checkbox"/> Staff
<input type="checkbox"/> Assistant Librarian	<input type="checkbox"/> Other: _____

1 Please rate the Library Chair on each of the following:

	Excellent	Very Good	Good	Fair	Poor	Unknown
Administration of and participation in faculty appointment, reappointment, tenure / post-tenure, and promotion processes	5	4	3	2	1	U
Administration of annual faculty performance evaluation process	5	4	3	2	1	U
Advocacy for the library faculty	5	4	3	2	1	U
Representing the Libraries	5	4	3	2	1	U
Representing the Libraries	5	4	3	2	1	U

2 Please rate the Library Chair on each of the following:

<u>Professional Leadership Areas</u>	Excellent	Very Good	Good	Fair	Poor	Unknown
Support for the mission of the Libraries	5	4	3	2	1	U
Encouragement of effective librarianship	5	4	3	2	1	U
Encouragement of service, research, professional activity, and professional development	5	4	3	2	1	U
Advocacy for faculty salaries and professional development funds	5	4	3	2	1	U

<u>Personal Leadership Areas</u>	Excellent	Very Good	Good	Fair	Poor	Unknown
Communication and listening skills	5	4	3	2	1	U
Dedication / Commitment	5	4	3	2	1	U
Administrative style	5	4	3	2	1	U
Delegation and follow through	5	4	3	2	1	U
Conflict resolution	5	4	3	2	1	U
Fairness / Equity	5	4	3	2	1	U

3 What are the strengths of this administrator?

4 What are the weaknesses of this administrator?

5 What specific recommendations do you have to improve the performance of the Library Chair?

6 On a scale of 1 (low) to 5 (high), rate the Library Chair in terms of overall effectiveness.

5      4      3      2      1

7 On a scale of 1 (low) to 5 (high), indicate your level of enthusiasm for the continuance /  
reappointment of the Library Chair.

5      4      3      2      1

Rationale: