

KEAN COLLEGE OF NEW JERSEY

LETTER OF AGREEMENT #72

MODIFICATION TO THE LIBRARIAN PERSONNEL ACTION FORM

The Kean College Administration and the Kean College Federation of Teachers have agreed that Section IV D of the form used in the evaluation and recommendation for Librarians for promotion (see attachment) shall be modified as follows:

1. The statement "; unless the Assistant Director is a member of the Library Personnel Committee" will be added to the end of the first paragraph under Section IV D. The paragraph will now read as follows:

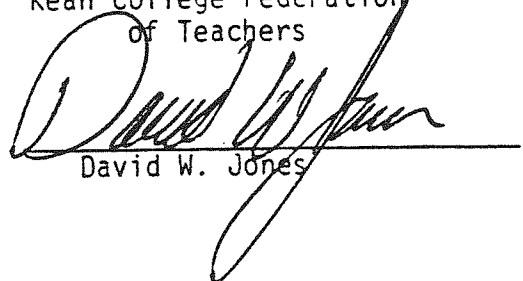
Each of the above Criteria are to be evaluated by two tenured Professional Librarian colleagues and by the appropriate Associate or Assistant Director; unless the Assistant Director is a member of the Library Personnel Committee.

2. An additional statement 7 will be added to Section IV D as follows:
 - 7) In the event the appropriate Assistant Director is a member of the Library Personnel Committee and no Associate Director's evaluation is appropriate, the committee shall assign this Assistant Director to make one of the peer evaluations.

Kean College of New Jersey


Charles T. Kimmitt

Kean College Federation
of Teachers


David W. Jones

Date: March 15 1983

The Major Criteria upon which the College expects the Director to make recommendations:

The Major Criteria upon which the College expects the Director to make recommendations are the same as above (ii, Page 3). The Director, prior to submitting his/her own independent evaluations and recommendations, if any, to the appropriate Vice President, will have a personal conference with the candidate.

IV. The criteria upon which the representatives of the Library Personnel Committee will base their evaluations:

A. HIGH QUALITY OF PERFORMANCE IN THE AREA OF ASSIGNED RESPONSIBILITY

Area of Responsibility _____

D. DEMONSTRATED OR POTENTIAL ADMINISTRATIVE/COORDINATING ABILITY

Each of the above Criteria are to be evaluated by two tenured Professional Librarian colleagues and by the appropriate Associate or Assistant Director; *unless the Associate or Assistant Director is a member of The Library Personnel Committee.*

These colleagues shall be members of the Library Personnel Committee, designated by the Library Personnel Committee, and chosen from the same area as the candidate, or, if necessary, from an allied area.

1. These written evaluations must discuss separately both Criteria (A & D).
2. They must be signed and dated by the person evaluating.
3. They must be signed and dated by the candidate.
4. They must be discussed with the candidate prior to consideration by the Library Personnel Committee.
5. The candidate has the right to respond in writing to the evaluations.
6. The evaluations and any response must be attached immediately following this page.

7. *In the event...*

The evaluations should be directed to such considerations as the following:

A. Quality of Performance Guidelines

Demonstrated ability among the following aspects of librarianship:

1. General

- a. Current and retrospective bibliographic tools and sources of trade information.
- b. Knowledge of appropriate sources of further information.
- c. Current trends in various subject fields and the ability to relate new developments to older material.

Candidate's Signature _____

Date _____

IV. The criteria upon which the Library Personnel Committee will base its evaluations are A through E as listed in item II.

Candidates are to be evaluated in writing according to each of the above criteria by the Library Personnel Committee as a whole. This written committee evaluation is to be submitted directly to the office of the Library Director. The Associate Director shall also evaluate candidates in writing according to each of the above criteria and submit such evaluations to the office of the Library Director. The Assistant Director, if not a member of the Library Personnel Committee, shall evaluate candidates in writing, as noted above for Associate Director. The Assistant Director evaluation, if necessary, will be only done for those individuals that he or she directly supervises.

1. The written evaluation must discuss separately criteria A & D.
2. It must be signed and dated by the candidate.
3. The candidate has the right to respond in writing to written evaluations.

The evaluation should be directed to such considerations as the following:

A. Quality of Performance Guidelines

Demonstrated ability among the following aspects of librarianship:

1. General

- a. Current and retrospective bibliographic tools and sources of trade information.
- b. Knowledge of appropriate sources of further information.
- c. Current trends in various subject fields and the ability to relate new developments to older material.

Candidate's Signature _____

Date _____