



INSTRUCTIONS FOR COMPLETING THE CURRICULUM VITAE

The following are guidelines for completion of the vita and are intended to assist in providing uniformity and consistency in the records.

General Information

1. The vita must be completed using the enclosed form as a model. Vita in other formats will not be accepted for review.
2. You may wish to include for review letters of reference from outside sources, such as faculty or colleagues within the Library system. It is your responsibility to be sure that these letters are in your Ranking File in the Library Personnel Office.
3. You may wish to submit articles or other publications for review along with the vita and evaluation letters.
4. If you do not have information to include in a specific category, please omit that particular section.
5. If you have further questions concerning this process, please consult the Ranking Document, the Director of Library Personnel, or any member of the Ranking Procedures Committee.

Vita Update

If you have completed an original vita, it will be necessary only to update the original vita, and thus the curriculum vitae should reflect those activities that have occurred since the last review period.

If there has been no change in a specific category, it will only be necessary to refer to the original vita.

However, you must insure that your original vita and previous updates are in your Ranking file in the Library Personnel Office.

All other general instructions apply to the update.

III. PROFESSIONAL DEVELOPMENT AND GROWTH

A. MEMBERSHIPS.

List memberships and inclusive years in professional, scholarly, learned or honorary societies, e.g., ALA, American Historical Association, American Association of University Professor Beta Phi Mu, Phi Beta Kappa, etc.

B. ATTENDANCE AT SIGNIFICANT PROFESSIONAL, LEARNED OR SCHOLARLY MEETING CONVENTIONS AND CONFERENCES.

List only 4 or 5 most significant meetings. Include National, Regional, and State Meetings. (Example: American Library Association Annual Meeting) If a more complete list is later required, it will be requested. (Note: if attendance involves the presentation of a paper, list under IV-F-3 below).

Use the following form:

YEAR
Name of activity/Sponsoring institution/Location/Length

C. OTHER PROFESSIONALLY RELATED SKILLS.

Indicate the development of other professionally related skills, e.g., computer programming, book binding, counseling or management, language abilities.

D. FELLOWSHIPS, AWARDS AND SPECIAL HONORS RECEIVED. List, using the following form:

Name of fellowship, etc./Grantor/Nature of fellowship/Date awarded

E. GRANTS RECEIVED OR SUBMITTED

Grant Title/Grantor/Nature of Grant/Date awarded or Submitted

IV. PROFESSIONAL SERVICE

A. SPECIAL ACTIVITIES, PROJECTS and CONTRIBUTIONS TO THE LIBRARY

Note any special projects, major planning efforts or significant innovative contributions that you have made which have made an impact on departmental or overall library operations.

B. COMMITTEE SERVICE WITHIN THE LAST FIVE YEARS

1. Library committees. Indicate service on library committees. (Include library, ad hoc; staff association, sub-committees, task forces, etc. List using the following form:

Name of Committee/Nature of Participation/Duration

2. Campus or all-university committees. Indicate service on campus or all-university committees (outside the library), using the following form.

Name of Committee/Nature of Participation/Duration

3. Non-UNC/University Committees (Example: North Carolina Preservation Consortium) Use the following form:

Name of Committee/Nature of Participation/Duration

C. OFFICES HELD.

List offices held in professional organizations. Indicate local, state, or national offices, using the following:

Organization/Offices Held/Local, State, Regional, National/Duration

D. SERVICE ON DOCTORAL, MASTER'S OR HONORS THESIS COMMITTEES.

Indicate using the following form:

Name of Student/School or Department/Doctor, Master's, Honors

E. CONSULTANT WORK

Indicate consultant work both inside the library, the university and outside the campus.

F. TEACHING WITHIN THE LAST FIVE YEARS

1. Formal Courses taught. List according to the following form:

Course title/Description/Credits/Institutions & Dept./Date/Position

2. Supervision of library science students, including field experience students.

3. List lectures and papers presented to professional groups. Give group, date and subject. Under this heading include major lectures to students or faculty in the university that are not part of the typical bibliographic instruction program.

G. COMMUNITY SERVICE DIRECTLY RELATED TO LIBRARIES.

List your activities in the community on behalf of library service.

V. SCHOLARLY ACHIEVEMENTS

Scholarly achievements shall be understood to include all scholarly publications, materials accepted for publication, submitted for publication, or in a state of substantial progress.

A. BOOKS, ARTICLES, BIBLIOGRAPHIES, BOOK REVIEWS, OTHER

B. EDITORSHIPS AND EDITORIAL BOARD MEMBERSHIPS.

List editorships and memberships on editorial boards of journals, newsletters, house organs, etc.

Please comment on any aspect of your curriculum vitae, which has not been covered by this form.



Instructions for Completing the Evaluations for Ranking

The purpose of this evaluation is to provide the Associate Provost for University Libraries and/or the Appointment and Promotion Committees with the line supervisors' assessment of a particular librarian's job performance and professional growth and development for the purpose of reappointment or promotion in rank. A candid assessment of a particular librarian's contribution to the Library and the profession is the essential focus of this review.

The principal evaluation will be written and signed by the librarian's immediate supervisor. The evaluation written by the immediate supervisor will then be given to the Department Head, and then passed on to the Division Chairperson for additional comments and signatures.

Please follow the established format. For your comments to be effective, address each of the criteria listed. The criteria are taken directly from the Ranking Document. For areas 1 and 2, focus on the specific criteria for the rank to which the librarian is eligible for promotion. If the librarian is not eligible for promotion at this time, please comment on the criteria appropriate for his/her present rank.

Your comments are confidential and will be made available only to the librarian being reviewed, the other line supervisors, the Associate Provost for University Libraries, the Personnel Librarian, and as applicable, the members of the Appointment and Promotion Committee.

After all evaluations are written, signed, and dated by the supervisor(s), the following steps should be taken:

1. All the evaluations should be given to the person being reviewed, who should be given one week to consider the comments.
2. The evaluations should be accompanied with a formal invitation to discuss the contents with any or all the reviewers.
3. After the discussion, the librarian should sign and date the evaluation.
4. The librarian being reviewed should understand that he/she may forward additional information, comments, letters of reference, etc. to the Administrative Office for inclusion in the librarian's ranking file. This information will also be made available to the Appointment and Promotion Committee and/or the Associate Provost for University Libraries.
5. The evaluations and curriculum vitae must be returned to the Personnel Librarian by the deadline indicated on the cover page of the curriculum vitae form. Failure to meet this deadline may result in failure to renew your employment contract.
6. All evaluations will be destroyed after the review and the deadline for appeal has passed.



EVALUATION FORM FOR RANKING AND PROMOTION REVIEWS

NAME:

POSITION:

IMMEDIATE SUPERVISOR:

TITLE:

1. NATURE OF RESPONSIBILITIES

Specific criteria for rank:

General Librarian: a knowledge of basic professional skills and techniques or specialized linguistic or subject competence.

Assistant Librarian: a degree of specialization in a linguistic, technical, subject, or administrative area; works under general guidance and takes responsibility for development and implementation of new policies, programs, and services.

Associate Librarian: professional performance consistently above the professional norm; demonstrates continual growth in specific areas of librarianship such as supervision, collection development, technical processing, systems planning, or specialized reference and bibliographic work.

Librarian: professional library performance consistently outstanding.

2. SERVICE TO THE LIBRARY AND THE PROFESSION

Specific criteria for rank:

General Librarian: little or no participation in professional organizations, meetings, conferences, committee service, or research and publications; shows the potential for a promising career based on documented evidence of academic excellence, personal development, and basic professional skills.

Assistant Librarian: has made some contribution to the leadership and effectiveness of the profession in his or her area of library specialization; the individual's reputation in the Library, the University, and the profession should be determined and documented.

Associate Librarian: has made a contribution through research or professional activity; has rendered consistent service to the Library, campus, University, or community.

Librarian: professional library service has been consistently outstanding; has established state, regional, or national leadership in library or scholarly organizations; prominence in field of service or specialization reflects superior achievements.

3. GENERAL CRITERIA FOR APPOINTMENT, PROMOTION, AND CONTINUING EMPLOYMENT

For all ranks: ability to perform at a high professional level in areas which contribute to the educational and research mission of the institution; activities related to inquiry and research; active participation in professional and learned societies; teaching; not necessarily in classroom situation; organization or appearance before institutes, workshops, or similar meetings, and consultancies; needs of the Library and the University; the professional characteristics of the candidate, qualitatively and quantitatively measured, including: education and training; experience; skills; accomplishments; potential for growth and achievement; competitive demand for a person of the qualifications needed; integrity; good judgment; self-reliance; capacity for cooperation.

4. OVERALL CONTRIBUTIONS TO THE LIBRARY AND THE PROFESSION

Summarize the individual's overall contributions to the library and the profession. If the librarian's performance is at the norm, please indicate. If the individual's job performance or other professional service is unusually outstanding, please elaborate. If you believe the individual's performance justifies a termination of appointment, use this section to explain your reasons. It is assumed that problems in performance were documented in annual performance evaluations.

NOTE: MEMORANUDM, June 1, 1990, from Chancellor Paul Hardin, states, "Each EPA non-faculty employee must receive annually a written performance evaluation...."

You may wish to compare the individual's performance to the performance of others you have supervised, without naming them, to help explain your statement.

PLEASE ATTACH YOUR EVALUATIONS TO THIS FORM WITH YOUR SIGNATURES.

Signatures

Immediate Supervisor

Date

Department Head (if different from above)

Date

Division Chairperson (if different from above)

Date

Librarian Reviewed

Date