

Name of Faculty Member: _____

B. Knowledge, Skill and Ability as a Librarian	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Demonstrates knowledge of library science and service			
2. Demonstrates knowledge of current trends and technology in library science			
3. Demonstrates knowledge of research methods and resources			
4. Assists members of the college community in reaching reference and research objectives			
5. Communicates clearly and effectively			
6. Creates and maintains an environment conducive to learning			
7. Demonstrates knowledge of resources and opportunities available to special needs students			
8. Demonstrates ability to work with students one to one and in groups			
9. Actively consults with librarians, and other departments to provide students with up-to-date information about changes and new programs.			
10. Effectively plans and implements department programs and services			
11. Facilitates self-reliance in library usage			
12. Maintains work schedule			
13. Maintains required records and submits reports in a timely manner			
14. Functions effectively with a minimum of supervision			
15. Demonstrates sensitivity in working with students, faculty, and staff with diverse backgrounds and needs			
16. Demonstrates ability to work with colleagues within the library including the Department Chair.			
17. Accepts constructive criticism.			
18. Uses good judgment.			

Sources: (state sources of data)

Narrative assessment: (insert comments in text box or attach separate piece of paper)