

**DOCUMENTING PERFORMANCE IN IUPUI LIBRARIAN DOSSIERS**

Evidence Required	Potential Locations				
	Section I: CV	Section I: Reference Letters & Reports	Section II: Candidate's Statement	Section III: Evaluation of Professional Service	External Peer Review
<b>Listing of major performance achievements and positions held</b>	May be referenced in all of these sources	List of positions in CV	Description in personal statement	May be more fully described in personal statements (changes in job responsibilities and major projects may be highlighted by series of position descriptions)	May be referenced in letters from peers, unsolicited testimonials from library users and from solicited external assessment letters
<b>Evaluation of performance</b>	All of the above sources may contain evidence of the effectiveness of the librarian's performance		Self-reflective comments on performance may certainly appear in personal statement, especially achievements of significance or patterns of professional growth	Written compilation of performance activities, including summary of annual review statements; supervisor's statements from annual review (with permission from supervisor)	Letters and testimonials from those familiar with the librarian's work, but external assessment letters may also be useful
<b>Performance Expectation</b>	Indication in the materials submitted above (use to cross-check against materials supplied by candidate)		Referenced in personal statement (# of hours at reference desk compared to others)	Additional detail, particularly in position descriptions	Additional evidence of this, particularly in solicited external assessment letters (i.e., candidate's performance is particularly noteworthy since he/she is on the reference desk # hours per week)
<b>Contribution of librarian's performance to library operations quality of services</b>	All of the above; include a copy of the library's mission statement	CV notations, particularly if publications or presentations given as part of job responsibilities	Reflective comments	Supporting materials on any grants received that relate to library services and their impact on the library or materials prepared (bibliographies, research aids, etc.)	Letters solicited through school procedures from peers or students, faculty, staff and others who have benefited from the librarian's expertise and contribution in this area
<b>Assessment of contributions when more than one librarian is involved in a project</b>	Specific notations in all of the above	List in CV using citing conventions appropriate to the library	Reference to contribution	Additional detail	Joint statements or letters when librarian served as part of a team
<b>Evaluation of teaching when teaching is part of job assignments</b>	See grid for Teaching	See grid for Teaching	See grid for Teaching	See grid for Teaching	See grid for Teaching
<b>Continuing efforts to enhance performance</b>	Above documents	List of professional development activities related to performance	Description of significant continuing education and training activities undertaken to improve performance	Highlights in Summary of Performance Activities	Letters on the significance of these activities in enhancing the librarian's performance