

**Essex County College  
Faculty Evaluations Forms  
Appendix C  
Form D  
Learning Resources Center  
Divisional/Departmental Evaluation Committee Form**

FACULTY MEMBER NAME:

\_\_\_\_\_ (Last)                      \_\_\_\_\_ (First)                      \_\_\_\_\_ (Middle)

\_\_\_\_\_ (Rank)                      \_\_\_\_\_ (Step)

PROPOSAL (Tenure or Promotion): \_\_\_\_\_

SIGNATURES OF COMMITTEE MEMBERS:

\_\_\_\_\_ (Name)                      (Title)                      (Date)

\_\_\_\_\_ (Name)                      (Title)                      (Date)

\_\_\_\_\_ (Name)                      (Title)                      (Date)

\_\_\_\_\_ (Name)                      (Title)                      (Date)

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**(Continued)**

The responses below represent summary evaluations based on input provided by the three elements involved in the process, or by direct observance by one or more members of the committee.

**I. RESPONSIBILITIES AND PERFORMANCE**

**A. Performance — Librarianship:**

1. Knowledge of librarianship; theory and practice:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

2. Professional attitude and behavior in satisfying the needs of Library users:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

3. Quality and quantity of work processed:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

**B. Performance - Administrative:**

1. Analysis and organization of work:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

2. Development, training and supervision of personnel:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

3. Initiative in developing innovative programs, procedures, and techniques:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

**C. Personal Relations:**

1. Relations with Library faculty:

(a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) Excellent  
Comment (mandatory for lowest and highest rating, a & e):

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- 2. Relations with other Library personnel:
  - (a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) ExcellentComment (mandatory for lowest and highest rating, a & e):
  
- 3. Attitude and response to supervision:
  - (a) Inadequate, (b) Adequate, (c) Good, (d) Very Good, (e) ExcellentComment (mandatory for lowest and highest rating, a & e):

**II. SCHOLARLY AND PROFESSIONAL DEVELOPMENT**

- A. Present study, for credits beyond the M.L.S.:
  
- B. Seminars, Workshops, Conferences, etc. (attended during evaluation period):
  
- C. Publications, Lectures, Consultations (during evaluation period):
  
- D. Independent study and knowledge of current developments in the field:

**III. SERVICE TO PROFESSION, COLLEGE AND COMMUNITY**

- A. Memberships and offices in professional organizations and other professional activities:
  
- B. Activities in Essex County College:
  
- C. Memberships and offices in community organizations and other community activities:

Committee's Summary and Recommendations\*

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\*In all cases, the final action for retention or non-retention or promotion rests with the Board of Trustees.

Comments of Faculty Member being Evaluated:

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\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Faculty Member