

Evaluation of Librarianship Questions (October 2007 draft; updated October 2008)

Optional advance message to those being interviewed: The questions below are intended to help guide interviews leading to the Evaluation of Librarianship report for the Promotion and Tenure process. Not all interviewees will be able to address all the points; the questions serve as an outline to promote a thorough discussion. Please take some time before the scheduled interview to review those questions you may be able to address. Thank you for your assistance in this matter.

1. Given the Library's mission and goals, what do you consider to be the major strengths and accomplishments of the candidate?
2. What is unique and/or creative in what the candidate has accomplished? ? What examples illustrate innovation, originality, and creativity?
3. What is your assessment of the candidate's ability to relate to others, both within the library and outside of it, such as evidence of teamwork, staff development, negotiation, respect for diversity, etc.?
4. What comments can you make about organizational and administrative ability? Can you provide examples of the candidate's willingness to go beyond the stated requirements of her position?
5. How does the candidate go about problem solving? How has the candidate developed new or significantly improved existing services, functions, activities, or communications within the Department or the Library?
6. Excellence in librarianship is the UIC standard for library faculty retention. How would you assess the candidate's success in achieving that level? Has the candidate made any special contributions in support of the Library's mission and goals of the department?
7. How would you characterize the candidate's judgment? Please give examples.
8. Does the candidate show initiative and is he or she self motivated? Please give examples.
9. Are there additional matters that you feel are relevant to this evaluation?

P&T questions for supervisors

1. Please discuss the professional growth and development of the candidate over the past x years.
2. Please address the issue of collegiality: how would you characterize the way in which the candidate relates to his/her colleagues, staff, patrons, faculty outside the library etc?

Please give examples. Is the candidate dependable? Can she/he be counted on in the department and to come forward when extra effort is required? Give examples.

3. How would you describe the professional manner in which the candidate presents and conducts himself/herself as a faculty member of the University Library?
4. Please give examples of how the candidate handles potentially difficult situations in the work place? How does he/she exercise good judgment?
5. Please comment on how effectively the candidate communicates both orally and in written form?
6. How does the candidate respond to direction from the supervisor?
7. What goals have been established and what examples are there of achievement or what still needs to be done to achieve those goals? How would you characterize the ability to balance the different facets of the position?
8. How has the candidate shown initiative within the department by proposing solutions to problems or suggesting new initiatives? What new initiatives or solutions to problems has the candidate demonstrated?
9. Please give examples where the candidate has taken into account the needs of all department members in reaching solutions/compromise. Give examples of when he/she has followed through on projects.
10. How would you assess the professional quality of the candidate's work? (thorough, accurate, on time, of adequate quantity)
11. If the candidate has supervisory responsibilities, please address his/her effectiveness in this area.
12. In what areas do you feel there is room for additional or improved professional development in the candidate's librarianship?

Suggested extra question for supervisors (and others being interviewed?):

If the candidate has liaison responsibilities outside the library either with individuals or to whole units, please describe these responsibilities and indicate how effective the candidate is as a liaison. Does he or she attend meetings of that unit or exclusively interact through a designated faculty contact?

synthesized by John Cullars, 11/4/08, with suggestions from Bob Daugherty, Jo Dorsch, Fifi Logan, Ellen Schellhause, Carol Scherrrrer, and Ann Weller

