Guidelines for Summary Activities Report for Libraries Faculty

In January, Libraries faculty prepare a Summary of Activities (SAR) for the previous calendar year. This SAR serves as a self-evaluation by the faculty member of her/his performance and is documentation that is used by supervisors for merit evaluation each year. Faculty members should be aware that the SAR is also used by the Tenured Faculty Committee and peer evaluators for reappointment, tenure, and promotion decisions. Thus, it is useful to write a SAR so that others not familiar with work in a particular department can understand it. A copy of a SAR should be kept in each faculty member’s “bucket.”

SARS are generally due to the supervisor around January 16 each year. Also, attach an updated copy of your vitae. You are encouraged to put the vitae in the format the University uses for Promotion and Tenure to save time when you come up for promotion and/or tenure.

SARS should address each component of faculty responsibility: Librarianship, Research, and Service.

For untenured faculty, the weight for each area is generally: Librarianship 75%; Research 15%, and Service 10%. After tenure, faculty and supervisors can negotiate weights each year based on expected commitments, but it is often 80-10-10. Examples of exceptions to these weights may include implementing a grant which may carry a heavier weight in Research or a sabbatical which can carry a lesser weight in Librarianship.

LIBRARIANSHIP:

Within Librarianship, try to address each “major” component of the assigned job duties for the year.

Statements can be brief bullets but should indicate the quality and impact as well as quantity of what has been accomplished. In short, don’t just say you did something, say how you did it.

Special assignments or contributions that exceed expectations for the position should be emphasized. Anything unique during the year should be included and impact noted.

If there is supporting documentation such as teaching evaluations, letters of thanks, etc., include with the SAR (they will be returned after the review process is complete).

RESEARCH:

Please demonstrate the impact of each work listed, including letters from editors, reviews, citations, invitations to write or speak. Indicate if it is refereed if a publication and if a presentation, if it is juried or invited.

For joint publications, indicate what your contribution was.

SERVICE:

State what your contribution to the committee or project was.

GOALS FOR NEXT YEAR:

As part of the evaluation process, Coordinators will help you set goals for next year. A goal should not only state what is to be achieved but how, if possible.