

STEWART LIBRARY PEER REVIEW POLICY

(Reviewed and approved by Library Faculty October, 2019)

**"Every candidate for promotion or tenure review shall undergo peer review."
(WSU PPM 8-11:E-3)**

I. Assumptions:

The purpose of peer review is to facilitate the evaluation process primarily through evidence gathering. The professional file, supplemented by observation, interviews, and other relevant evidence as outlined in this document, forms the basis for peer review. **Reviewers shall interpret this information in terms of library expectations.** Since there is no department level review in the Library, the Peer Review Committee gathers evidence in all three categories of formal evaluation.

Peer review should be perceived as a means of helping faculty to improve and enhance their performance and professional files. It should be clearly defined and well-understood by all library faculty.

The library's peer review process shall adhere to the intent and general guidelines specified in the University's PPM 8-11.

II. Categories to be considered in the peer review process:

1. **Teaching** (includes Librarianship)
 - a. Classroom/Online Instruction
 - b. Other Instructional Activities
 - c. Collection Management/Faculty Liaison
2. **Scholarship**
3. **Administration and/or Professionally Related Service**

III. Time frame:

1. While library faculty may request peer review during any academic year, peer review is required in the years in which the faculty member is formally evaluated:
 - a. Interim Review (3rd year)
 - b. Tenure and Promotion Review (6th year)
 - c. Promotion to Full Professor

Peer review of a tenured or untenured faculty member may also be requested by the Dean of Stewart Library.

IV. Composition and Selection of the Peer Review Committee

1. All library faculty are eligible to serve as peer reviewers.
2. Membership of the peer review committee is done in agreement between faculty member and Dean or Department Chair.

V. Procedures

1. The Dean will meet with the faculty member to select peer reviewers. The Dean will then contact the mutually agreed upon individuals to invite them to serve on the Peer Review Committee
2. The Dean will meet with peer reviewers to select a chair, discuss the peer review process, and determine the category for which each reviewer will take primary responsibility.
3. Reviewers will meet with the faculty member to establish a method and timetable for completing the review, identify any supplementary information they wish to examine that is not available in the faculty member's professional file, and select the individuals whom they may wish to contact.
4. Throughout the peer review process, the faculty member is responsible for providing materials deemed necessary by the reviewers. While the information included in the professional file forms the basis for peer review, additional relevant information may be requested by the reviewers and should be provided by the faculty member in a timely manner.
5. Reviewers will review the information contained in the professional file and any supplementary information, observe instructional activities, and solicit comments from mutually agreed upon individuals who have direct knowledge concerning the faculty member's performance in classroom/online instruction and other instructional activities.
6. Reviewers will use the appropriate forms to record their observations and comments, giving careful consideration to the goals of the individual and the library.
7. Upon completion of their review, the peer review committee will meet with the faculty member to discuss the results.
8. The committee's written report will be a narrative summary that addresses the strengths of the candidate and identifies areas for improvement in each of the categories considered by the reviewers. Specific suggestions for improvement may also be included. The report should not include suggestions for ratings in the review categories.
9. Signed copies of the reviewers' written report will be forwarded to the faculty member and the Dean. Should the faculty member wish to, they may place a written response in the file or may ask to appear before the college Ranking Tenure Evaluation Committee (PPM 8-11:E3).
10. A copy of the signed written report will be placed in the faculty member's professional file prior to the faculty member's evaluation by the college Ranking and Tenure Evaluation Committee. If the faculty member is not up for promotion or tenure, then the candidate may wait until the next promotion-tenure review or petition for removal of the peer review as provided in PPM 8-13.
11. The results of the peer review are to be evaluated by the college Ranking Tenure Evaluation Committee, which is charged with making a formal evaluation and forwarding its

recommendation to the candidate with a copy to the Dean. Since the Library is not divided into departments, there is no department level review.

12. The Dean makes a separate and independent review. Her/his review is then forwarded to the Provost. (PPM 8-11:C)

PEER REVIEW: TIMETABLE

Faculty Member Being Reviewed: _____

Peer Review Committee Members: _____(Chair)

I. Pre-review Meeting Date: _____

II. Observation of Classroom/Online Instructional Activities (dates & times to be mutually agreed upon).

Date: _____ Observer: _____

Date: _____ Observer: _____

III. Observation of Other Instructional Services (dates & times to be mutually agreed upon).

Date: _____ Observer: _____

Date: _____ Observer: _____

IV. Collection Management and Other Instructional Activities

- 1. Interviews with academic faculty representatives or appropriate equivalents. Individuals to be interviewed will be mutually agreed upon by the faculty member and the peer review committee.

Interviewee: _____ Dept: _____

Interviewer: _____ Date: _____

Interviewee: _____ Dept: _____

Interviewer: _____ Date: _____

Interviewee: _____ Dept: _____

Interviewer: _____ Date: _____

2. Interviews with Collection Manager or other relevant personnel.

Interviewer: _____ Date: _____

Interviewer: _____ Date: _____

V. Post-review Meeting

1. Must take place prior to December 15th.

Date: _____

VI. Committee's Written Report

1. Must be submitted to the faculty member and the Dean by **no later than December 31st**.

CLASSROOM/ONLINE INSTRUCTION OBSERVATION REPORT FORM

Instructor: _____

Activity: _____

Reviewer: _____

Date: _____

Purpose: To assist peer reviewers in gathering evidence on the quality of instruction provided and help faculty to improve teaching and learning.

Instructions: For the instructional session observed, please comment on **whether or not** the faculty member met the following teaching expectations applicable for the observed activity.

1. Adequately defined objectives.

Comment:

2. Instruction was effectively organized.

Comment:

3. Employed active/engaged learning strategies.

Comment:

4. Used time effectively.

Comment:

5. Demonstrated enthusiasm for and command of the subject matter.

Comment:

6. Communicated clearly and effectively to the level of the audience.

Comment:

7. Responded appropriately to questions and comments, and/or provided quality and in-depth feedback.

Comment:

8. Encouraged critical thinking and analysis as applicable.

Comment:

Additional Comments:

PEER REVIEW – OTHER INSTRUCTIONAL ACTIVITIES

I. Observation of Reference Service or Research Consultation

To gather information on the other instructional activities of library faculty, one of more members of the peer review committee will spend a minimum of **two consultations or reference interactions** observing the faculty member's reference service or research consultations. Where possible, observers should be prepared to politely refer any questions asked of them the reviewee, explaining that they are there as an observer only.

Instructions: For the consultation or reference interaction observed, please comment on whether or not the faculty member met the following expectations applicable for the observed activity

A. Question Negotiation.

1. Skillfully interviews patrons.

Comments:

2. Recommends sources at the appropriate level.

Comments:

3. Determines patron's ability to use the source to which they are referred.

Comments:

4. Provides instruction when appropriate.

Comments:

5. Suggests alternative approaches.

Comments:

6. Regularly suggests alternative sources or services as needed.

Comments:

7. Provides answers that appear to be accurate and appropriate.

Comments:

8. Ascertains whether patron's needs were satisfied; if not, provides alternatives.

Comments:

B. Knowledge of Resources.

1. Understands, uses and instructs patrons in the use of appropriate print and electronic resources.

Comments:

2. Consults with colleagues when appropriate.

Comments:

C. Service Orientation.

1. Is approachable.

Comments:

2. Acknowledges patrons who request assistance.

Comments:

3. Provides a level of service appropriate to demand.

Comments:

4. Pro-actively offers assistance to all patrons.

Comments:

5. Responds to patrons in a positive manner.

Comments:

6. Responds in a non-judgmental manner.

Comments:

7. Treats all patrons with courtesy and respect.

Comments:

PEER REVIEW INTERVIEW FORM – COLLECTION MANAGEMENT

To gather information on the collection management/faculty liaison activities of library faculty members of the peer review committee will conduct interviews with individuals having knowledge of the faculty member's collection management/faculty liaison activities. Interviewees should be assured that information shared with the committee will not be attributed to any one individual.

I. Interviews with Faculty Representatives or Appropriate Equivalents (minimum of three, combined, between Collection Management and Other Instructional Activities):

These questions are intended to gather information on the faculty member's progress in (a) identifying information needs in assigned subject areas; (b) selecting appropriate library resources to meet identified needs; (c) promoting, marketing, and facilitating use of library resources and services; and (d) communicating effectively with faculty in assigned subject areas.

Instructions: Based on your knowledge of and experience working with the library faculty member,

1. Briefly describe their communication with you concerning library resources/services in support of existing courses, new courses, new programs, accreditation, etc.?

Comment:

2. Briefly describe their awareness of the information needs of faculty/students in your department?

Comment:

3. Briefly describe their assistance in selecting and acquiring resources needed by faculty and students in your department?

Comment:

4. Do they provide guides and/or digital tools such as tutorials relevant to your area? If yes, briefly describe your interaction with them. Are they useful, user-friendly, up-to-date?

Comment:

5. Briefly describe how satisfied are you with their general knowledge, efficiency, and helpfulness?

Comment:

Additional Comments:

PEER REVIEW INTERVIEW FORM – OTHER INSTRUCTIONAL ACTIVITIES

To gather information on the other instructional activities of library faculty, members of the peer review committee will conduct interviews with individuals having knowledge of the faculty member's other instructional activities. Interviewees should be assured that information shared with the committee will not be attributed to any one individual.

I. Interviews with Faculty Representatives or Appropriate Equivalents (minimum of three combined between Collection Management and Other Instructional Activities):

Instructions: Please briefly comment on the faculty member's performance in the following areas.

1. Organization of instructional activity.

Comment:

2. Used time effectively.

Comment:

3. Demonstrated enthusiasm for and command of subject matter.

Comment:

4. Communicated clearly and effectively to the level of audience.

Comment:

5. Responded appropriately to questions and comments.

Comment:

Additional Comments:

PEER REVIEW INTERVIEW FORM – COLLECTION MANAGEMENT

To gather information on the collection management activities of library faculty, members of the peer review committee will conduct an interview with the Collection Manager or other relevant staff member.

I. Interview with Collection Manager or other relevant personnel (minimum of two).

These questions are intended to provide information on the faculty member's knowledge of the collection in their subject areas.

Instructions: Please briefly comment on the faculty member's performance in the following areas.

1. Briefly describe how the faculty member consults with you, shares information, and responds to inquiries and requests for assistance from you in a timely and appropriate manner.

Comment:

2. Briefly describe how the faculty member communicates effectively the information needs of faculty and students in their subject areas.

Comment:

3. Briefly describe how they work effectively as a member of the Collection Management Team.

Comment:

4. Briefly describe how they oversee the curation and/or preservation of library resource collections in consultation with stakeholders in support of the mission of the Library or Weber State University.

Comment:

Additional Comments:

PEER REVIEW – SCHOLARSHIP

Library faculty shall engage in scholarship and will provide evidence of their activities in their professional file. Members of the peer review will gather evidence in this category by reviewing the candidate's professional file and supplemental materials.

The scholarship category includes the following activities:

- a. Refereed publications.
- b. Non-refereed publications.
- c. Papers or poster sessions presented at professional conferences and workshops.
- d. Professional improvement, such as graduate education beyond the terminal degree, development of new areas of expertise, additional training in existing areas of expertise, or attendance at professional conferences and workshops.
- e. Projects such as group or individual grants and submission of reports as required.
- f. Curated exhibits, shows, or significant displays, which may or may not be refereed, juried, or judged.
- g. Other activities appropriate to this category.

**PEER REVIEW – ADMINISTRATION AND/OR
PROFESSIONALLY RELATED SERVICE**

Library faculty shall engage in administration and/or professionally related service and will provide evidence of such service in their professional file.

The administration and/or professional service categories includes the following activities:

- a. Committee assignments at the university or library level. Leadership positions on committees are weighted more heavily than membership only.
- b. Responsibility for administration within the library and university above and beyond the duties described in the candidate's position description.
- c. Leadership positions and/or active participation in professional organizations and similar activities that enhance the reputation of the candidate, the library, and/or the university.
- d. Involvement in the planning and organization of professional workshops, meetings, conferences, symposia, etc., that benefit the library, the university, and/or the library profession.
- e. Participation in projects that benefit the library, the university, and/or the library profession.
- f. Professionally-related community activities.
- g. Consulting or otherwise providing professional expertise.
- h. Student advisement activities or serving as an advisor to a student organization.
- i. Performance as a department head/chair or coordinator of a major library function.
- j. Other activities appropriate to this category.

**PEER REVIEW – ADMINISTRATION AND/OR
PROFESSIONALLY RELATED SERVICE**
(Continued)

Evidence Regarding Service to the Library

Library faculty shall participate in the development of quality library services and are expected to work cooperatively with colleagues within the library.

Instructions: Based on information available in the professional file and the committee's knowledge and perceptions of the individual, comment on whether or not the faculty member meets the following expectations.

1. Accepts assignments willingly and assumes an appropriate share of the professional activities associated with the functioning of the library.

Comment:

2. Serves on and makes a positive contribution to library teams and committees.

Comment:

3. Participates in and/or provides training for library faculty/staff.

Comment:

4. Willingly shares expertise and knowledge with colleagues.

Comment:

5. Maintains a professional and cooperative attitude in dealing with colleagues, treating them with courtesy and respect.

Comment:

6. Communicates effectively with colleagues, team leaders, and the university librarian.

Comment:

7. Consistently demonstrates effective time management and organizational skills. Keeps commitments and completes assignments in a timely manner.

Comment:

Additional Comments: