

TO: Erika Peterson

FROM: 2013-2014 JMU Libraries Personnel Advisory Committee (PAC)

DATE: January 24, 2014

SUBJECT: Mid-Term - Third Year Review

The 2013-2014 Personnel Advisory Committee (PAC) has carefully reviewed your documentation submitted for mid-term, third year review. In accordance with the "JMU Libraries Tenure & Promotions Guidelines" dated April 2013, this PAC is providing you with feedback concerning your progress toward promotion. The PAC has reviewed your documentation based on promotion to Associate Professor. Our comments are focused on your work and professional contributions since your appointment at James Madison University in May 2011.

1. Job Performance

This PAC observes the substantial work you have accomplished to improve Media Resources in the last two years. The thoughtful approach to listening to your inherited staff and the needs of the organization has clearly paid off; in that the changes you have implemented have resulted in marked improvement of both morale (in your staff) and improved visibility of Media Resources within the L&ET organization and with users. In your short time here, you have reallocated and reorganized staff, weeded the MR collection (which to this PAC's knowledge had not occurred in many years), significantly expanded the scope of the media collection, streamlined and improved video reserves procedures, partnered with the CommCenter to extend tutoring hours, and formed multiple productive collaborations that are still evolving. The new collaborations between Public Services and CIT promise to collapse duplicative service points and improve user access to media collections and production tools.

Your direct reports appreciate your leadership and directness. Feedback indicates that they appreciate the team-building and professional development programming you have provided for them.

Feedback on the shared liaison position with Jennifer Keach is not in evidence in your materials as the PAC notes that no SMAD faculty feedback was collected. This PAC has to wonder if this is in fact a useful use of your time and encourages you to pursue this with your supervisor. This PAC also notes that since your arrival you have taken responsibility for the ordering of all media for all of the liaisons and peer feedback indicates that your librarian colleagues appreciate this.

One of your peers summed-up your contributions nicely: “I am excited about all the developments in Media Resources since Erika’s arrival, so she must be doing something right! I think the current strategic initiative with CIT to provide some services to students is excellent; I think the pursuit of a video repository is extremely important; I think the policy changes such as extending checkouts over holidays have been user-centered.”

Please note, all job performance reviews will need to include all signatures in order for packets for promotion to be considered complete. This PAC is currently working with the Libraries’ Human Resources officer in order to facilitate this process for the faculty.

In accordance with the JMU Faculty Handbook and the JMU Libraries’ Tenure and Promotion document, you will need to receive at least a ranking of Satisfactory in job performance to be promoted to Associate Professor and granted tenure.

2: Scholarly Achievement and Professional Qualifications

This PAC is pleased to see you aligning your scholarship with your position. Your Charleston Conference presentation and forthcoming book on streaming video issues for academic libraries shares your knowledge of streaming video with a wide and important audience. This PAC encourages you to continue to seek publishing opportunities so closely aligned with your job responsibilities and reminds you that leaves are available to work on such projects.

This PAC also notes that scholarly activities may be less an important aspect of your position. As such, we recommend that you consider reallocating the time designated in your Faculty Anticipated Activity Plan if appropriate.

You have also done an excellent job of professional development, attending a number of conferences at both the state and national level. Of particular note is your leadership role in the creation of the Virginia Association of Media Professionals. This PAC sees the creation of this group as an important professional development opportunity for others in the commonwealth who can benefit from more experienced colleagues. This PAC notes that this is the kind of work that is often invisible to your peers and as such, we encourage you to solicit letters from colleagues who can comment on your work as you approach evaluation milestones (promotion, tenure).

In accordance with the JMU Faculty Handbook and the JMU Libraries’ Tenure and Promotion document, you will need to receive at least a ranking of Satisfactory in scholarship.

3: Service

Your service load has been very heavy, and the PAC notes both the amount and the quality of your service. Your service on three L&ET search committees has resulted in the addition of three promising new colleagues to the organization. Your insight and

leadership both as a member and chair of the Travel Committee resulted in librarian travel being funded at 100% for the first time in the memory of this PAC, and training sessions that shared behind-the-scenes travel procedures with the L&ET organization. The PAC also notes your willingness to represent Public Services on technology committees, such as the Digital Assets Working Group and the Intranet Governance Task Force.

This PAC notes with the highest praise, your excellent and painstaking work as a member of the 2012-2013 PAC. Several of your colleagues have noted your impressive attention to the vision of faculty governance combined with your attention to detail. Due to your hard work and leadership (along with David Vess), the libraries' tenure and promotion process was transformed, and the governance role of librarian faculty was strengthened due to the work of that committee.

This PAC also recognizes your work on the Collection Development Committee and as the leader for the Arts & Humanities collection cluster. These are significant investments of time and your unique perspective saw the addition of many important media sources to our collections.

In accordance with the JMU Faculty Handbook and the JMU Libraries' Tenure and Promotion document, you will need to receive at least a ranking of Satisfactory in service.

In order to be eligible for promotion to associate professor and tenure, librarian faculty are required to meet achieve satisfactory rankings in two performance areas and exceptional in at least one (Tenure and Promotion Guidelines, Section 3.2.2).

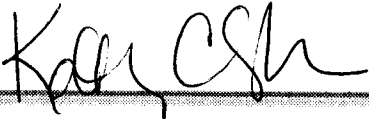
Peer Observations

As a part of mid-term/third year review process, peer feedback is solicited by the PAC in order to assist those under review and further inform PAC work. Four of your colleagues submitted peer evaluations of you. Your peers all note that you are pleasant and personable to work with in both support of their work (liaisons) or as committee member. Peer suggestions for improvement included being more responsive to emails, and more active participation on Management Council. One other peer observed that she did not know of any campus –wide work on your part. If your schedule permits, you might seek out a campus appointment or communicate to your peers that the nature of your position precludes that.

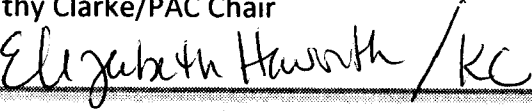
In accordance with Libraries' PAC policies, you are entitled to review the full peer feedback comments we received with the cover sheets removed. If you would like to see those, please make your request to any member of the PAC prior to the dissolution of this PAC (September 2014). After that date, the feedback forms will be destroyed.

This PAC thanks you for your hard work and this submission. If we can be of further assistance or if you would like to talk to us, we are happy to meet with you.

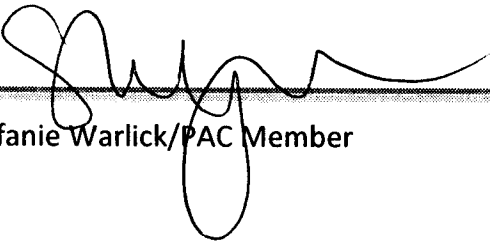
2013-2014 Personnel Advisory Committee



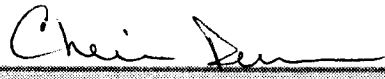
Kathy Clarke/PAC Chair



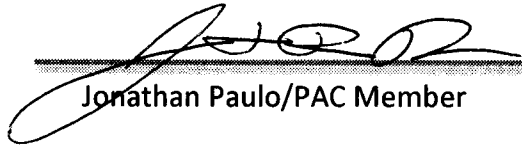
Elizabeth Haworth/PAC Member



Stefanie Warlick/PAC Member



Cheri Duncan/PAC Member



Jonathan Paulo/PAC Member

CC: Sandy Maxfield