

**JMU Libraries
Faculty Annual Review (FAR)
for Librarians**

Name	Erika Peterson
Job Title	Director of Media Resources
Division	Libraries & Educational Technologies/JMU Libraries
Performance Period	2015-2016
Department	Media Resources
Self-FAR (Date)	August 16, 2016
Final FAR (Date)	

All librarian faculty will complete a draft version of preceding year activities (self-FAR) and discuss them with their supervisor. This self-FAR and a draft of the upcoming year FAAP make up the content of your annual performance conference. Your previous year's FAR and a draft of your upcoming year FAAP are due (in electronic form) to your supervisor by August 31. Signed final versions of the upcoming year FAAP and preceding year FAR are due in the L&ET Human Resources office by October 15. Upon receipt, electronic copies will be provided to the faculty member. (JMU Libraries Promotion & Tenure Guidelines Sections 2.5.1 and 2.5.2).

Faculty goals should reflect the mission of the University, L&ET, JMU Libraries and the library profession. Librarian FAAPs should list your upcoming goals in the following three areas: job performance, scholarly achievement and professional qualifications, and service. Librarian FARs should reflect your accomplishment of the goals set out in the in the previous year's FAAP as well as any other noteworthy activity.

The relative weights of the three performance areas of job performance, scholarly achievement and professional qualifications, and professional service for an individual faculty member shall be negotiated with the faculty member, their supervisor and the appropriate AUH prior to the start of the academic year. If no individual weights are negotiated standard weights will be:

60% Job Performance

20% Scholarly Achievement and Professional Qualifications

20% Professional Service

FARs and FAAPs make up the performance of record for librarian faculty members and are used in performance evaluation, merit considerations, promotion and tenure, and post-tenure review. Annual evaluation of all faculty members is required; evaluators should use the rankings of excellent, satisfactory or unsatisfactory in each performance category (JMU Faculty Handbook, III. E. 4).

My Position Description is current and accurate: Yes

No

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Job performance is understood as each faculty's members practice of librarianship which may include: collection development, reference services, course-related instruction, management, cataloging, web development, etc. as is appropriate for the individual faculty member. The components comprising each faculty member's job performance are delineated in his or her position description (JMU Libraries Promotion and Tenure Guidelines, Section 2.3.2.1).

Assigned Weight from FAAP: 70%

In the box below and using the FAAP, please document how you met your goals in this performance area. Please address all goals listed on your FAAP including ones that you were unable to achieve.

1. Oversee the successful implementation of the NJVID system.

- The implementation is still ongoing, however this year was very productive and took NJVID from a theoretical solution to an implemented one. For LET licensed content, for which the services was initially evaluated, implementation is 90% complete, and NJVID will be in use for this materials for Fall 2016. During the process of acquiring NJVID, the decision was made to have it serve as an interim video management solution for other LET content, such as JMUtube and Digital Collections. The preparation and migration of this content is still in process. I will continue in a leadership role as NJVID's part in LET content management evolves, however my primary interest will be in its use as a tool for licensed content. During this year, I arranged for an LET-wide demonstration of NJVID, I successfully lobbied CDC for funding, I served as a primary contact between LET and the vendor and arranged and participated in conference calls to discuss product enhancements. I've met with internal LET stakeholders to begin establishing policy and procedures for the service.

2. Create and implement a plan for evaluation and renewal of streaming licenses.

- I did not accomplish this goal, however, NJVID's statistical reports will make this task much simpler, and it was prudent to delay work on this goal until NJVID's internal evaluation mechanisms can be evaluated and incorporated into our process. The challenge with the OVC was that it was very difficult to extract usage statistics about individual titles. When licenses expire, making decisions about their renewal is challenging without use stats. With potentially hundreds of titles needing to be renewed annually at \$200-500 per titles, the cost of "flying blind" in the process can be very high. I still hope to create a written evaluation plan, but based in statistical support from NJVID, it can be rooted in traditional library best practice. Another challenge of streaming license renewals is that funding these is not part of the considered in the initial licensing, so

renewal fees can come as a surprise in years when there are many to consider. My hope is to make the process planful and strategic, and I believe NJVID will greatly increase my ability to do that.

3. Participate in management of LET transition and reorganization as appropriate

- Much of my time this year was spent in LET reorganization activities. In fact, I got a bit of a double-whammy in terms of reorganization. The Fall 2015 semester involved the winding down of Media Resources as a department in LET as the media collection and collection services transitioned to the new Public Services department, and the Spring and Summer semesters were spent in the creation and development of the Innovation Services Unit. It is difficult to outline my specific contributions to the Public Services reorg, as much of the work I did was in setting the ideological foundation for the combined service model. Much of my contribution was in stepping aside as gracefully as possible and making way for new leadership. I tried to be a thoughtful advocate for the Media Resources staff, and a flexible collaborator with Public Services Leadership. In the Spring semester, Andrea Adams and I were given the opportunity to revisit our proposed MR/CIT combined walk-in services proposal. This had been an unachieved Balanced Scorecard initiative from the FY13-14 cycle. We were able to use the groundwork that was laid during our work on that initiative to propose a new unit within LET that combines service from the former CIT and Media Resources into a new partnership. Andrea and I led the ICC task force, which made recommendations on leveraging existing LET resources to bring a new suite of innovative services to JMU. While leading that task force, Andrea and I also worked independently to craft an org chart and position descriptions for all members of the new Innovation Services unit. Though it is impossible to quantify I feel that I made a significant contribution in this area by trying to maintain a sense of humor; trying to be flexible, adaptive, and patient; working to maintain existing relationships and build new ones.

Liaison librarians, please provide a link to your liaison annual report for this reporting year. Supervisors or unit heads, please provide a link to your unit report for this reporting year.

SMAD liaison report 2016

Academic Engagement Unit Joint Report 2015-16

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Scholarly Achievement and Professional Qualifications.

Evaluation criteria in this area may differ according to job responsibilities. Criteria should include, but need not be limited to, publication of scholarly work, presentations at professional conferences, achievement through performance in the arts, engaging in recognized research, obtaining research grants, continuing professional development through formal coursework, publication of educational material and consulting activities (JMU Libraries and Promotion Tenure Guidelines, Section 2.3.2.2)

Assigned Weight from FAAP: 10%

In the space below and using the FAAP, please document how you met your goals in this performance area. Please provide links as available.

1. Submit successful proposal for Educational Leave

- I submitted a proposal and it was successful. My leave was granted for summer/fall of 2016, however with the demands of the reorganization on my time I deferred my leave until summer 2017, though I will be taking a few weeks of leave in Fall 2016. The bulk of my scholarly activities this year have been focused on preparation for my leave. This work involved using Worldcat searching to identify academic institutions in Canada, Australia, and England that have substantial media holdings. I then searched those institutions to identify contacts and to assess whether the library also supported a media lab. As my position has evolved this year I have added makerspaces to my criteria. I have also begun contacting institutions to arrange site visits. I will be visiting academic libraries across Australia this fall, and will also be visiting independent makerspaces. Later in the Fall and next Spring I will be preparing visits in Canada and England for Summer 2017.

2. Complete course in Budget Administration for Higher Education or suitable alternative.

- I was unable to identify a suitable course, and was not able to complete this goal.

3. Submit successful proposal to International Popular Culture Association Conference.

- I wasn't able to do this. The call for proposals happened in the middle of the ICC task force and Innovation Services reorg work, and it just wasn't on my radar.

Other:

1. InDesign tutorial

- I made significant progress in the Lynda.com "Getting Started in Graphic Design" course series, which includes InDesign, as well as courses on color, typography, layout and composition, and others. I've been pursuing this series because of increasing demand from patrons for these types of

software support, but I've also found it personally interesting. As my position has evolved this year I find it increasingly relevant and intend to continue to pursue more creative tool tutorials from Lynda.com and other places.

2. VLACRL Poster

- I collaborated with KT Vaughan, Kristen Shuyler, and Kelly Miller-Martin on a poster for VLACRL entitled "Leading from the Center Out: The Joint Library Services Leadership Team at James Madison University." The poster discussed our joint service model. KT and Kristen presented the poster at the October VLACRL conference.

Professional Service.

Evaluation of activity in this area shall include committee service and leadership at James Madison University or in professional or educational organizations, or service otherwise enhancing the profession, the Libraries, college, or university. (JMU Libraries and Promotion Tenure Guidelines, Section 2.3.2.3)

Assigned Weight from FAAP: 20%

In the space below and using the FAAP, please document how you met your goals in this performance area. The listing of appointments is helpful, but most useful is a description of your specific contributions. If appropriate, please solicit feedback from those who might be best able to comment on your contributions.

1. Serve as AH Cluster coordinator and member of CDC

- This was my fourth and final year as AH Cluster rep on CDC. While not tackling involved projects, like the journal review and database review as in the previous two year, this was a busy and productive year. Highlights included the approval of two DDA pilots and a DDA popular titles ebook collection, the approval of the NJVID streaming video system, and the establishment of a monograph weeding and review schedule. I contributed to this work by communicating with the other Arts and Humanities cluster librarians and communicating on their behalf to the committee, taking minutes, attending meetings, and working on projects.

2. Serve as Public Services representative on Intranet Governance Committee

- I continued in my role as Public Services representative to the Intranet Governance Committee. This committee does not meet often, however the work the committee performs is important to the efficient and effective use of The Hub. I serve as recorder for this group, which involves taking minutes, revising them as necessary and posting them to The Hub. I have served this role since I began as Public Services representative to the Intranet Governance Task Force in 2012.

3. Serve as Chair of Business Librarian search committee

- I served as chair of the Business Librarian search committee, which was successful in recruiting Elizabeth Price. In my role as chair I worked with Kathy Clarke and Susan Thomas to ensure that the job posting and screening grid were accurate and effective. I scheduled and facilitated meetings for the five person committee, which included two members from the College of Business. I did preparatory work for the group, such as numerically ranking the candidates, in order to make the best use of our in-person meeting times. I scheduled the phone interviews, of which there were nine. I worked with Susan Thomas to schedule the on campus interviews, and prepared much of the logistical details for the interview day. Post-interview, I solicited feedback on the candidates, facilitated the committee's evaluation of the candidates, and prepared the committee's final report.

4. Serve as member of TLT conference planning committee

- I served as a member of the TLT conference planning committee. I am currently participating in my 4th year on the committee. For the 2015 conference, my specific contribution was soliciting donations and was successful in broadening the sponsor base. I sent inquiries to a number of campus groups and was able to add Athletics and the University Bookstore as prize donors and sponsors. I coordinated with Aramark to arrange the donation of Chik-Fil-A coupons, which serve as prizes for the “Tweet for a Treat” promotion. I also oversaw the nomination and selection process for the TLT awards. In this role I selected and organized a committee to review award nominations, participated in the review of nominations, coordinated the solicitation of nominations, and served as primary contact for their presentation.

Other:

1. Co-chair ICC Taskforce

- Andrea Adams and co-chaired the ICC taskforce. This taskforce was charged with leveraging existing and exploring new opportunities to deliver innovative, creative, and collaborative services to the JMU community. The culmination of this work was a presentation made to Management Council introducing the new Innovation Services Unit. This unit draws on existing staff and spaces to create an expanded suite of services for LET patrons. As a co-chair I assisted in scheduling and running meetings, conducting research and site visits, and preparing the final presentation.

Faculty Annual Review (FAR) for Librarians External Feedback Section

Faculty Departments (Liaisons only)

(Usually provided by the Associate Dean for Public Services via a Qualtrics form delivered to instructional faculty identified by the liaison)

Direct reports (Supervisors only)

(Excerpted from, Supervisor Evaluation forms for Librarian Supervisors)

No qualitative feedback provided. Participants indicated that Erika was helpful to them, and to LET overall.

Peer feedback (as provided to librarian, supervisor or others and as available)

Supervisor Evaluation (all Librarian faculty)

(Narrative review of the librarian's performance including all inputs listed above with supervisor commentary. Librarians who are direct reports to an AUH can have a combined Supervisor/AUH evaluation section.) Supervisors provide category rankings and an overall rating.

As Erika's direct supervisor for much of the previous year, I have had an opportunity to watch her contribute in very positive manners to both phases of LET's reorganization. This has meant dealing with ambiguity over the duties and responsibilities of those she supervised prior to the reorganizations, but also over her own shifting sets of responsibilities. Erika has handled this ambiguity with professionalism and a good attitude, and has helped set a positive tone for her previous direct reports as well as her new direct reports. This work required quite a lot of Erika's time over the year, particularly as she co-lead a portion of Phase II, reviving a previously defunct strategic initiative to pull CIT and media resources spaces and services into a tighter model in support of innovation, creativity, and collaboration across JMU.

In addition to this leadership role, Erika played a significant role in acquiring and implementing NJVID, a service that will help LET with streaming media content (along with data-driven decision making regarding such content) and potentially with storing other locally created video content.

Erika served as one of two liaisons to the SMAD program over the year, which will be transitioning to the new Communication Studies Librarian in Fall 2016.

In the area of Scholarly Achievement and Professional Qualifications, Erika successfully applied for educational leave, which she will take during the fall of 2016 and summer of 2017. Her topic of study during her leave should provide excellent and relevant material for future publications/presentations and inform her new role within Innovation Services. The same is true of her work with InDesign in Lynda.com – an area of professional growth pertinent to her new role. Erika also collaborated on a poster presented at VLACRL on the leadership arrangements within Public Services prior to Phase I.

Erika carried a significant service load during this last year, and did so well. Erika served as the chair of the search committee for the Business Librarian position – the first chair to operate under my new mandate for external representatives on our faculty search committees. She conducted this search very well, earning praise from one of the external representatives to the search committee. Erika has also used her role on the TLT conference planning committee to help advance the reorganization of LET, helping select a speaker who will help showcase makerspaces and ICCE activities. As mentioned above, Erika was a co-chair of the ICC Task Force, which provided out-of-the-box thinking about the organizational structure, services, and resources LET could provide faculty and students in the ICC arena. Andrea Adams has provided glowing feedback of Erika's role in this leadership capacity, and of Erika's performance within the new set of responsibilities she has within Innovation Services.

Job Performance Rating: [Excellent]

Scholarly Achievement and Professional Qualifications Rating: [Satisfactory]

Professional Service Rating: [Excellent]

Overall Supervisor Rating: [Excellent]

AUH Evaluation (all Librarian faculty)

Each of the Associate Deans evaluates the work of the librarians within their unit. Librarians who directly report to an AUH may have a combined Supervisor/AUH evaluation section. AUHs also provide category rankings and an overall ranking.

Narrative input from AUH goes here

Job Performance Rating: [Unsatisfactory, Satisfactory or Excellent]

Scholarly Achievement and Professional Qualifications Rating: [Unsatisfactory, Satisfactory or Excellent]

Professional Service Rating: [Unsatisfactory, Satisfactory or Excellent]

Overall AUH Rating: [Unsatisfactory, Satisfactory or Excellent]

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External Feedback Section

AUH Evaluation (all Librarian faculty)

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Erika has done well managing and reflecting on a year of great change to her position as well as to the organization. Unlike most of her colleagues, Erika was involved in both Phases 1 and 2 of the reorganization, and as such was able to help shape the vision and direction for both Academic Engagement and Innovation Services. She has been a leader in trying to effect change in these areas for several years; the change this year is that she and her colleagues were finally empowered to make changes in ways that they had been blocked before.

In her year before applying for promotion and tenure I am pleased to see that Erika lives the three-legged stool mentality well; her scholarship, professional development, and service all align and make sense with her job expectations, particularly in her new role within Innovation Services. I concur with Dean Murray's ratings in all areas.

Best of luck to Erika on her scholarly leave this fall and next summer, as well as with her continuing work setting up and running her new department in Innovation Services. I look forward to another great year ahead!

Job Performance Rating: Excellent

Scholarly Achievement and Professional Qualifications Rating: Satisfactory

Professional Service Rating: Excellent

Overall AUH Rating: Excellent

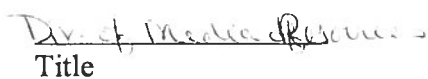
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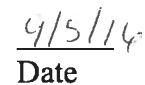
The signatures below acknowledge that this FAR has been approved.



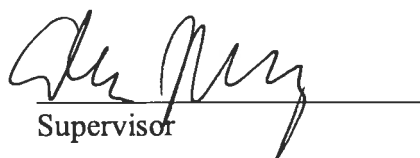
Faculty Member



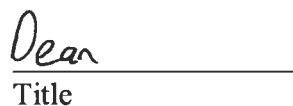
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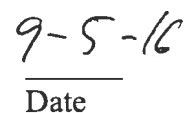
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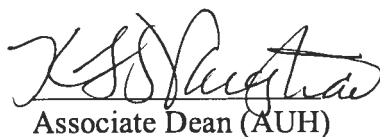
Supervisor



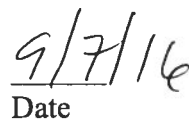
Title



Date



Associate Dean (AUH)



Date