

Libraries and Educational Technologies

Professional & Performance Development Form

Library Faculty Final Evaluation

(Completed by Supervisor)

Personal Information

Name Erika Peterson

Job Title Director of Media Resources

Division: Libraries & Educational Technologies

Performance Period 2012-2013

Department Public Services

Date of Review Nov. 8, 2013

Self-Evaluation

Supervisor Evaluation ☒

Job Description is current ☒

Significant changes in job description occurred during performance period

These changes include:

Annual Performance Evaluation

The minimal performance expectations for all faculty in Libraries and Educational Technologies are consistent with the mission and goals of James Madison University. The following are minimal performance expectations which cross all faculty positions. These should be taken into consideration as the faculty member is evaluated. These factors will also be evaluated by the faculty member's peers through the Peer Evaluation Form.

Client Service Orientation Gives priority to users. Effectiveness in meeting needs of user. Stays informed of university resources for extended assistance. Maintains approachable demeanor.

Professionalism Demonstrates responsibility and ethics in carrying out job duties. Demonstrates respect for University policies and goals, coworkers, administration. Keeps up with developments in the profession and in higher education; contributes to academic or administrative field.

Self-Management Sets clear priorities that are well aligned with the position's responsibilities and with organizational goals. Takes a proactive and planned approach to accomplishing these priorities. Takes personal responsibility for decisions and, if appropriate, delegates work in a balanced manner. Assumes responsibility without being told.

Task/Project Management Completes the tasks specifically associated with his/her position in an effective, efficient and timely manner. This includes assigned tasks as well as tasks the employee is expected to identify independently to enhance operations within his/her unit.

Facilitation/Interaction with Others Considerate and cooperative attitude toward faculty, staff and students. Able to resolve conflict and maintain fairness. Facilitates the flow of information with others; communicates clearly with others in oral and written form; shares resources with others; promotes collaboration and teamwork. Manages projects to ensure completion on time and with effective use of resources.

Commitment to Institutional Mission Supports University and unit mission in preparing students, faculty and other clients for enlightenment and productivity. Demonstrates interest in institutional and unit activities of the campus community.

Section II: Performance Review of Supervisors

The minimal performance expectations for all supervisors in Libraries and Educational Technologies are consistent with the mission and goals of James Madison University. The following are minimal performance expectations which cross all supervising faculty positions. These should be taken into consideration when evaluating a supervisor's performance.

Coaching/mentoring Providing employees with frequent performance feedback ; providing recognition for areas of high or improved performance; working with people to correct performance problems. Supporting employees in developing their capabilities to contribute more on their present jobs and to prepare them for future jobs; identifying training needs, suggesting training programs and providing opportunities to expand skills in new project / task situations; acting as mentor for employees where appropriate; evaluating performance and conducting performance review discussions on a timely basis; conducting interim review discussions when appropriate.

Communication linkage Acting as a communications link between employees and higher management; keeping people in unit informed about issues important to them.

Defining expectations Reaching agreement with employees on their objectives, priorities and measures; ensuring objectives and work plans are updated when required.

Work allocation Organizing the work flow and relationships among people and functions in the unit; delegating work to make efficient use of resources and to develop people's capabilities.

Staffing Planning and staffing the unit with the appropriate number and skills mix of employees; selecting highly qualified persons for the unit; using staff creatively to solve staffing shortages.

Performance Review of Supervisors (cont)

Summarize below the faculty member's performance in these supervisory areas throughout the performance evaluation period. To complete this summary, refer to the Supervisor Evaluation Form completed by the supervisor's direct reports and any other relevant information.

Erika is an excellent supervisor and manager. Her staff reports that she provides excellent leadership for the media resources department. She sets clear expectations and encourages collaboration within media resources and with other departments. She addresses issues directly and does not allow problems to fester. This year she has focused on professional development and team building, working on communication skills in HR facilitated workshops and incorporating regular professional development activities in staff meetings.

Section III: Performance Summary

Summarize the faculty member's performance for this performance period. To complete this section, refer to peer, customer and self evaluations, the goal achievement section of this document, your own evaluation of the faculty member's performance and any additional relevant information.

Erika continues to do an outstanding job as Director of Media Resources. Media in general is playing an increasingly important role in the curriculum and under Erika's leadership the department provides a high level of responsive media services. This year she hired a newly defined Media Lab Manager position as one part of the strategy to provide better library support for student media projects. Media Resources also implemented a more accessible media help desk in the Center. Erika was the point person in initiating a task force to review the circulating laptops. In light of the fact that more students are carrying their own mobile devices, this task force resulted in a plan to phase out laptop circulation. Erika has a broad knowledge of media collections and oversees a collection of high quality resources that meet campus needs. Collection projects of note this year included absorbing the Music Library collection, continuing to weed the obsolete VHS collections, and continuing to advocate for acquisition of Linda.com.

Erika also continued to pursue meaningful collaborations with units across L&ET. She and the director of Carrier Public Services engaged in joint planning activities with their staffs with the result that the services in Carrier are more integrated. Erika has also engaged in collaborative planning with the CIT with the aim to better integrate media support for faculty and students. Erika's open approach to these collaborations helps improve services and create a culture of innovative change.

Erika serves as an excellent co-liaison with Jennifer Keach to the School of Media Arts and Design. We did not collect any formal department faculty feedback on Erika this year, but informal feedback confirms that the SMAD program is well served. This year Erika and Jennifer worked together to revise and move their subject guides to the new LibGuides platform. Erika takes prime responsibility for the SMAD collection management and this year served as the cluster representative to the Collection Development Committee.


In the area of scholarship and professional activities, Erika and co-author Cheri Duncan accomplished a major milestone by finishing the final draft of their book on streaming media in libraries. Erika has also made significant service contributions this year. She served on search committees for the Rose Library Director and the Metadata Librarian, the Collection Development Committee, the Personnel Advisory Committee, the Intranet Governance Task Force, and the campus QEP Task Force. In leadership

capacities she chaired the Library Travel Committee and continued to co-chair the Virginia Association of Media Professionals which she co-founded last year.

In summary, Erika is making outstanding contributions to L&ET, JMU, and the profession. She is an innovative, collaborative colleague and I truly value her leadership in the libraries.

Signatures

The signatures below acknowledge that the performance review has been completed.



Faculty Member

Dir. of Media Resources

Title

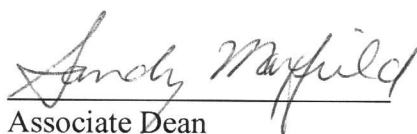
12/18/13

Date

Supervisor

Title

Date



Associate Dean

Associate Dean

Title

12-18-2013

Date

Dean

Title

Date