

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 2011-2012

Department Libraries & Educational Technologies

Date of Review August 13, 2012

Self-Evaluation

Supervisor Evaluation X

Job Description is current X

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 outstanding manager with excellent supervisory skills. She came into the director position with some challenging dynamics among the existing staff which she has handled extremely well. She took advantage of a retirement to redefine the vacant position to bring higher level media production skills into the department and she engaged the whole staff in reviewing and redefining all of their position responsibilities. There is a new positive energy and sense of engagement in the department since Erika's arrival.

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 has been an outstanding addition to the libraries and her first year has been amazingly productive. She has broad expertise in media librarianship and excellent leadership skills. This year she made major improvements in the media collection, centralizing all media ordering and establishing a more planful approach to collection management. She successfully advocated for new resources, notably adding the Criterion Collection of DVDs and several new online resources. She also initiated a major project to weed the VHS collection. Erika has improved the center operations by engaging the media resources staff in reviewing and redefining job responsibilities. She redefined a vacant position to bring in more media production expertise and will be enhancing the library support for student media projects.

Erika is a natural collaborator and has developed strong relationships with departments and staff across L&ET and across campus. Many colleagues have commented on what a pleasure it is to work with her and what a positive influence she is in the whole organization. She has developed a strong partnership with Carrier Public Services, other library departments, and the Center for Instructional Technologies. She represents her area well, but she is not at all territorial. She is creative and always looking for ways to get to yes.

Erika is sharing liaison responsibility for the School of Media Arts and Design with Jennifer Keach and this experiment in team liaison seems to be successful. She has learned the processes and systems related to collection development and been successful in outreach to faculty. See the separate liaison evaluation for details.

On top of her outstanding performance of her core responsibilities, Erika has been quite active in service and scholarly activities this year. She co-founded the Virginia Association of Academic Media Professionals and has continued to play a leadership role in developing this organization as a venue to bring together media colleagues throughout the state. She served on several L&ET committees including the search committee for the Digital User Services Librarian, the Library Travel Committee, the Intranet Governance Task Forces and the Coordinating Group for the L&ET Faculty Meetings. Along with Cheri Duncan she presented on streaming video at the Charleston Conference and they are currently in the process of writing a book on the same topic.

Erika is definitely a star performer and I feel fortunate to have her as a colleague.

Signatures

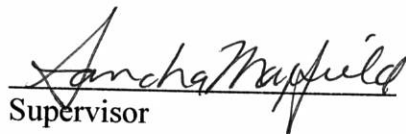
The signatures below acknowledge that the performance review has been completed.



Faculty Member

Director of Media Resources
Title

8/12/2012
Date



Supervisor

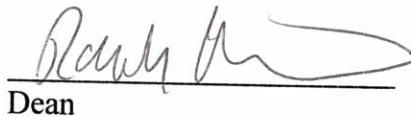
Associate Dean
Title

8-12-2012
Date

Associate Dean

Title

Date



Dean

Dean
Title

8/14/12
Date

Liaison Librarian Evaluation Summary**Date: August 2012****Librarian: Erika Peterson**

This year Erika and Jennifer Keach began sharing the liaison responsibility for the School of Media Arts and Design. Erika focuses on collections, Jennifer focuses on instruction, and they collaborate on outreach. The arrangement seems to be working quite successfully. In her first year as a liaison Erika made great progress on building a relationship with the department. She communicated regularly with the department rep about collections issues and made contact with all of the faculty members. She successfully advocated for resources to support SMAD programs with notable additions to the collection including the Criterion Collection of films, the Filmmakers Library, and VideoBlocks clips library. Feedback from faculty confirms that Erika is doing an excellent job as liaison librarian.

Evaluated by: Sandy Maxfield

Faculty feedback: Received feedback from 1 out of 2 requests this year. Average rating: 4

5 - Performance consistently above standards in virtually all areas and far exceeds normal expectations; exceptional achievement and contribution to institution.

4 - Performance generally above standards in many important aspects; frequently exceeds normal expectations.

3 - Performance fully meets standards in all important aspects; a good contributor.

2 - Performance slightly below standards in some important aspects, but meets standards in others.

1 - Performance below standards in a number of critical aspects; substantial improvement required.

COLLECTIONS Helpful in responding to our requests.
INSTRUCTION Sorry, but I cannot comment on Erika's teaching.
RESEARCH SUPPORT Good response to our requests for materials
OUTREACH Very helpful.
SUMMARY Very good overall. This year we have juggled two liaisons in SMAD.