Brooks Library
Merit Salary Increases for Department Chairs (CBA 16.6)

Effective with a post-tenure review (PTR) conducted during the 2014-2015 academic year, department chairs will be eligible for merit salary increases associated with their PTR.

According to Article 16.6.3, “those chairs who are judged at the conclusion of their Post-TR review to be excellent in chairpersonship will receive a three percent (3.0%) increase in their base salary.” CBA Article 12.5 on the evaluation of department chairs states: “The appropriate dean shall periodically evaluate the chair and meet with the chair to discuss the results of the evaluation. Department faculty shall provide input into the evaluation through the process described in the college evaluation plans.”

The Dean will conduct an evaluation of the library faculty chair every two years in either winter or spring quarters, or upon request. The evaluation will be conducted using the Library Faculty Chair & PTR Evaluation Rating Sheet and the Performance Appraisal: Library Faculty Chair form for soliciting input. Additionally, the Dean’s letter will include evaluating the chair on items in each of the 10 categories listed on the Library Faculty Chair and PTR Evaluation Rating form.

**Excellence** in chairpersonship will mean that a chair receives:
- *Exceeds* expectations on 5 or more items.
- *Meets* expectations in at least 22 of the remaining 25.
- No more than 3 *unmet* ratings across the 30 items and no more than 1 *unmet* rating in each of the 10 evaluated categories.

The Dean’s letter will be included in the chair’s PTR file.
Brooks Library
Library Faculty Chair & PTR Evaluation Rating Sheet

Library Faculty Chair:  Year: 

Dean:  

Excellence in chairpersonship will mean that a chair receives:

- **Exceeds** expectations on 5 or more items.
- **Meets** expectations in at least 22 of the remaining 25.
- No more than 3 **unmet** ratings across the 30 items and no more than 1 **unmet** rating in each of the 10 evaluated categories.

Observer's Report: Perceptions and Comments

Check appropriate box

<table>
<thead>
<tr>
<th>Evaluated Element</th>
<th>Exceeds</th>
<th>Met</th>
<th>Unmet</th>
<th>Comments and suggestions</th>
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<tbody>
<tr>
<td><strong>1. Budget Management</strong></td>
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<td>Chair maximizes resources with efficient scheduling of classes and judicious spending.</td>
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<td>Chair works to enhance revenues/assets whenever possible through seeking external funding and/or donations and library instruction.</td>
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<td><strong>2. Management and efficiency of department office, facilities, and day-to-day business</strong></td>
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<td>Chair is well organized and responsive to faculty and student needs.</td>
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<td>Facilities are kept safe and as up-to-date as resources will allow.</td>
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<td>Chair meets deadlines.</td>
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<td><strong>3. Procedural Oversight: development of clear, accessible, and codified procedures and policies related to faculty duties – Professional Duties/Teaching, Scholarship, and Service</strong></td>
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<td>Library has clear and transparent policies and procedures for basic operations.</td>
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<td>Policies and procedures are used as a basis for decision-making.</td>
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<td>Chair ensures that all members of the library faculty are aware of policies and procedures and that they have input in creation and revision of policies and procedures.</td>
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<td><strong>4. Accessibility and collegiality</strong></td>
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<td>Chair is responsive to student, faculty and staff needs, both in person and on email.</td>
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<td>Chair has sufficient regular open-door office time to address library faculty needs.</td>
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<td>Chair works to foster a friendly and supportive work environment and takes a genuine interest in faculty, staff and student work.</td>
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5. **Handling of matters related to students**  
Chair is knowledgeable about policies and procedures relating to students and where to refer students for specific issues.

6. **Support for faculty and staff**  
Chair is aware of and acknowledges work of faculty and staff.  
Chair attends faculty and library events whenever possible  
Chair engages in active mentoring of faculty and staff.

7. **Fairness and even-handedness**  
Faculty and staff perceive chair as fair.  
Chair is consistent in following policies and procedures.  
Chair makes decisions based on agreed upon policies and procedures.

8. **Development and maintenance of interactions with CWU departments and individuals external to his/her department**  
Chair is active in service outside her/his department.  
Chair seeks to collaborate with others to maximize resources and to enhance curricular and program offerings.  
Chair informs the library faculty of university and library level initiatives, and relates important news discussed at Chairs Council.

9. **Leadership, vision, and direction**  
Chair provides leadership for the library faculty in developing initiatives/activities for continuous improvement of library services which are contributed to the overall library strategic plan.  
Chair is active and effective at working with the library faculty to create and progress towards realizing collective goals.  
Chair and the library faculty have a vision of where they want to be in 3-5 years, with strategies for getting there.  
Chair mobilizes faculty to assist in the recruitment and retention of students by providing excellent library service and promoting academic success for students.  
Chair establishes the appropriate balance between direction and collaboration.

10. **Curriculum planning, delivery, assessment, accreditation, improvement and development**  
Chair helps faculty stay on top of latest trends in curriculum and library service.  
Chair ensures that the library’s instruction and curriculum has meaningful assessment and oversees the collection of data for reporting.  
Chair is committed to continuous improvement, as evident by active and continuous follow up with regard to assessment reports and strategic plan reports and findings.
Chair submits evaluations in a timely fashion, collaborates on workload plans, annual activity reports, and other department personnel matters for library faculty and supervisees.

Strengths and areas of need observed during this time period are:

[Responsibility: Dean, Library Services; Approved by: Marilyn A. Levine, Provost/VP for Academic & Student Life; June 2014]