

**3344-62-04 Review.**

(A) Regular Review of Librarians

Each librarian shall be given a regular annual review by the personnel action committee for peer review (PAC-PR) and the director to determine if the librarian is making satisfactory progress.

(B) B. Personnel Action Committee for Peer Review (PAC-PR)

The PAC-PR shall be responsible for making recommendations on the performance of all librarians under review.

(1) Membership:

- (a) The PAC-PR shall consist of four librarians.
- (b) Two members of the PAC-PR must be at the highest two librarian ranks.
- (c) When bargaining unit librarians are reviewed, two members of the PAC-PR shall be bargaining unit members and one member shall be an administrative librarian.
- (d) When administrative librarians are reviewed, two members of the PAC-PR shall be administrative librarians and one member shall be a bargaining unit librarian.
- (e) The administrative supervisor of the librarian under review shall not be eligible to serve on the PAC-PR reviewing that librarian.
- (f) The director of the university library shall not be eligible to serve on the PAC-PR.

- (2) Election:
- (a) The PAC-PR shall be elected annually at a meeting of the Librarians.
  - (b) The librarians shall first elect one bargaining unit librarian and one administrative librarian who shall participate in the PAC-PR review of all librarians. These members must be from the highest two Librarian ranks.
  - (c) The librarians shall then elect one administrative librarian and one bargaining unit librarian who will rotate in service on the PAC-PR in compliance with sections (B)(1)(c) and (d) of this policy.
  - (d) In the event that one of the elected members of the PAC-PR is the administrative supervisor of a librarian under review, an alternate administrative librarian shall be elected for the purpose of substituting for the administrative supervisor for the review of that librarian.
- (3) Procedure:
- (a) The associate director of the university library shall annually send the PAC-PR:
    - (i) Statements of accomplishments prepared by the librarians under review
    - (ii) Final draft evaluations prepared by the librarians' administrative supervisor
    - (iii) Assigned goals for each librarian

- (b) If, in the PAC-PR's judgment, the written documentation is incomplete or inadequate to enable the PAC-PR to reach a clear recommendation, the PAC-PR shall solicit additional information through the Associate Director.
  - (c) After the PAC-PR reviews all the dossiers, including the librarians' statements of accomplishments and the evaluators' ratings and remarks, the PAC-PR shall make its recommendations regarding each librarian's annual performance to the director of the university library. The PAC-PR's recommendation becomes part of the evaluation documentation that is given to each librarian.
- (4) Recommendation:
- (a) The PAC-PR's recommendations shall be based upon established standards.
  - (b) The PAC-PR may make recommendations on a librarian's performance of specific assignments, goals, or personal attributes when it wishes to highlight the performance of these matters or when its findings differ from those of the supervisor.
  - (c) The PAC-PR shall make a summary recommendation for each librarian reviewed.
  - (d) If the recommendation of the PAC-PR and the administrative supervisor vary considerably for any librarian, the director of the university library shall write a final summary evaluative statement. This statement will be given to the librarian under

evaluation, the PAC-PR, and the administrative supervisor.

(5) Librarian's Comment:

A librarian may make a written response to the PAC-PR's recommendation that will become part of the evaluation documentation.

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