

## UNIVERSITY LIBRARY

### PROBATIONARY FACULTY PERIODIC EVALUATION PERSONNEL DATA SUMMARY (PDS) FORM

The PDS provides an opportunity to narrate your professional development and show how the accomplishments documented in your dossier meet university criteria for reappointment, tenure, and promotion. Criteria are established by a vote of the tenured faculty and memorialized in the University Senate Policy File; college and departmental / school criteria are also memorialized in written policies.

The University Senate Policy File states, *“In presenting one’s work to peer review committees, each candidate shall write a narrative summarizing and, when appropriate, integrating work in these three areas; and explaining how this work contributes to the candidate’s continuous development as a member of the faculty.”* Please keep this in mind as you write your narratives below, and write with readers outside your discipline in mind, so they can understand your accomplishments.

The University Senate Policy File indicates under “Reappointment, Tenure, and Promotion: Criteria” that “because the university provides access to underrepresented groups as well as traditional groups, the faculty shall be responsive to diverse student populations and needs through teaching, scholarship [/] research, and service” (2.o). Wherever relevant, describe your efforts to be responsive to diversity in your library service, scholarship [/] research, and/or service.

---

#### Library Service Effectiveness

---

The University Senate Policy File indicates *“...excellence in library service. Effectiveness of librarianship shall be measured by the expertise demonstrated in assigned areas of responsibility, including but not limited to the following: reference service or cataloging skills; knowledge of a subject and its bibliographical resources; library instructional abilities; knowledge and skill in utilizing automation or electronic media in libraries; effective managerial skills; insight and sensitivity to diverse student populations; intellectual integrity; critical thinking; and integration of professional growth. Effectiveness of librarianship shall be evaluated by peer observation supplemented by student evaluations or other forms of review, and evidence of effectiveness may include honors and distinctions received for excellence in librarianship, contributions to the campus instructional program, research assistance, and support of a diverse student population.”*

☞ Narrate your work in library service, and describe how you have met these criteria, using achievements documented in your WPAF and focusing on up to five (5) significant items (which may include and are not limited to: demonstrated expertise in library services; demonstrations of functional expertise; command of subject areas; etc.) included in your dossier that represent your efforts during your probationary period[1] or, (for faculty seeking promotion to Librarian) since last promotion. Please note: a significant item represents one accomplishment, not a "group" of accomplishments.

**(Maximum 2 pages)**

☞ List courses taught in reverse chronological order during the last three (3) years, the date, Course Number, Course Name, Instructor and number of students in each, if applicable.

Date	Course #	Course Name	Instructor	# of Students

☞ List all internships supervised and membership on any thesis committee for the last three (3) years. Provide the title and a one (1) sentence description of each.

---

## Professional Growth

---

The University Senate Policy File indicates “Continuous growth in librarianship, professional research, scholarship, or creative activity that complements and strengthens one’s ability to carry out library service shall be essential to the effectiveness of library faculty employees, to their own professional stature, and the stature of the university. Evidence of this growth shall include publications of merit; presentation of professional papers; awards, grants, and honors received; active participation in professional organizations; participation in workshops and on panels; library applications research; creative activities that substantially improve or expand library service; and pertinent travel and study. Evidence of externally reviewed professional growth activities shall be required for promotion and tenure, for example: publication by professional societies or in other refereed sources, extramurally evaluated grants or awards, juried performances or exhibitions, reviews of works compiled or written by the candidate, recognition by professional societies through offices, awards, and invited presentations, and design and implementation of innovative services.”

- ☞ Narrate your work in professional growth, and describe how you have met these criteria, using achievements documented in your WPAF and focusing on up to five (5) significant items (a refereed journal article, a grant, an award, an honor, a manuscript-in-progress etc.)” included in your dossier that represent your during your probationary period,[1] or (for faculty seeking promotion to Librarian) since your last promotion. When referencing a significant item, be sure to **bold** the name and number of the item (eg., **Professional Growth item 4: Article**) so that reviewers can locate it in your dossier. Describe the significance of the item, the role you played in developing the item (if joint authored, your contribution), and the status of the journal or publisher. Also include the journal acceptance rate (if applicable), the status of the item (in press, accepted for publication, accepted for publication with revisions, submitted), and impact factor, if relevant to your field. For grants, be sure to provide the grant title, your role in developing the grant, the dollar amount, the status of the granting agency, acceptance rate, and the start and end date of the grant. Please note: a significant item represents one accomplishment, not a "group" of accomplishments.  
(Maximum 3 pages)

---

## Service for the University and the Community

---

The University Senate Policy File criteria asks for evidence of service that “appl(ies) the faculty member’s professional expertise to the benefit of the university and community.”

- ☞ Narrate your work in service, and describe how you have met these criteria, using achievements documented in your WPAF and focusing on up to five (5) significant items (a committee assignment, an office in a relevant community organization, a lecture, participation in a service activity, a student outreach program, etc.) since degree or the last six (6) years, whichever is shorter, or (for faculty seeking promotion to Librarian) since last promotion. Note that according to the University Senate Policy File, “When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the university and when this performance is appropriately documented over a significant length of time, such service for the university shall have more than the usual bearing on reappointment, tenure, and promotion decisions.” Please note: a significant item represents one accomplishment, not a "group" of accomplishments.  
(Maximum 1 page)

---

## COVID Interruptions

---

- ☞ Please provide any information you’d like to share with reviewers about how COVID-19 has impacted your work.

---

## Curriculum Vitae

---

- ☞ Please see the CV Template & Instructions found on the Faculty Advancement [website](#). The Provost requests that all candidates follow the recommended CV format in order to allow reviewers to locate information essential to rendering a recommendation.

---

[1] The probationary period consists of the total time in rank at assistant librarian, inclusive of probationary period extensions due to leaves or COVID. If you were appointed at SDSU after holding an academic librarianship at another university, you may include items from your prior appointment so long as they date within the last six years, plus whatever time you may have taken due to leave or COVID-related extensions of the probationary period.