ALFAs and Annual Reviews Calendar
Spring/Summer 2018

By Jan. 15, 2017 (Mon.)
SEDONA: PE&T Committee Chair sends reminder to Library Faculty to begin preparing the Annual Library Faculty Accomplishments (ALFA) report using the Sedona online system. Sedona login screen: https://sedonaweb.com/

Sedona Handbook:
Available under “documents” at the PE&T Committee homepage (On Behind the Stacks web page: http://libshare.uncg.edu/sites/bts/CGTP/Pages/pet.aspx)

Before March 20 (Tues.)
ALFA: Each tenure track and tenured librarian’s ALFA is due to Michael Crumpton as an e-mail with the ALFA as a PDF attachment. Complete all sections. Section I will contain the individual goals previously set for 2017-2018; Section VI will contain the anticipated goals for 2018-2019 (to be finalized later with the supervisor). No signatures are required at this point. Mike posts all ALFAs in Canvas and notifies PE&T Chair of any missing ALFAs. When all ALFAs are available in Canvas, notifies PE&T Chair.

By March 22 (Thurs.)
Peer Reviews: PE&T Committee chair informs all librarians via email that the review process has begun.

Reviews for Tenure-Track and Tenured librarians: All tenured librarians are required to review assigned tenure-track and tenured librarians according to the peer review chart using the Peer Performance Review Form. Peer review chart is located on PE&T Committee page under the link “Who Reviews Who in 2018.” Peer reviewers are encouraged to use the new Guidelines for Peer Review Ratings as they are filling out forms. Remember to use the new Peer Performance Review Form with three categories available on the committee homepage.

Dean invites reviews of/by other librarians: This is strongly encouraged to insure a well-rounded review of all librarians. Untenured librarians may review tenured and tenure-track librarians; tenured librarians may also review any librarian not assigned to them for review. The invitation should include the names of all candidates who are to be reviewed for Reappointment and Tenure in the coming year and candidates for Post-Tenure review in the current year. Peer Review forms or letters are sent to the appropriate Department Head by reviewers.

Path to View all ALFAs: Log into Canvas and select Groups on left navigation bar. More information will be sent out after ALFAs are collected. Only tenured and tenure track librarians will be able to access this group. Any needed additions, changes or deletions should be addressed to Michael Crumpton. You may review ALFAs electronically from your office and complete the form for each individual reviewed. Completed forms may be e-mailed as an attachment or printed and sent to the appropriate Department Head.

Peer Review Form: will be available in the same area of Canvas or at the PE&T website (http://libshare.uncg.edu/sites/bts/CGTP/Pages/pet.aspx).

May 1 (Tues.)
Peer Reviews: all reviews are due to the appropriate Department Head.
May 3 (Thurs.)
Signing party for tenured librarians. Held in 216. Time to be announced. Only need 30 min.
Ask supervisors to be there ten minutes early. Supervisors will bring University Libraries Annual
Review Report Form with only section I filled out. Tenured librarians will sign the appropriate
Annual Review Report Form in Section II. Five signatures for untenured librarians and three for
tenured librarians. Only sign in Section II for those people you were assigned, not those for
whom you wrote a voluntary review. For those supervisors and tenured librarians who are unable
to attend, supervisors will be responsible for getting all necessary signatures by Friday, June 1.

Please note: Throughout the review process (both annual and post-tenure) the supervisor is responsible
for the Annual Review Report Form and the Post-Tenure Review Report Form for all supervised
librarians. The supervisor is also responsible for assuring that all necessary signatures are represented
on the forms by the conclusion of the review process.

By June 15 (Fri.)
   All librarians meet with supervisor (except for Post Tenure Review candidates whose review is earlier)
   1. Discuss annual performance; supervisor and supervisee sign & date each page of the Review
   2. Negotiate and finalize goals for the year. Complete and sign Section V of the ALFA.
   3. Dept. Head completes Section III of Annual Review Report Form and signs; Dept. Head and
      librarian sign Section V of Form; Dept. Head gives all materials except individual peer reviews to
      librarians for review.

By June 20 (Wed.)
   All Tenured and Tenure-Track Faculty Members: written responses to annual review due to
      Dept. Head; all faculty members sign section V of their review form.

By June 22 (Fri.)
   Supervisors: written reviews of tenured and untenured faculty, the UNCG Report Forms, and
      the ALFAs with Section VI completed are delivered to the Dean of University Libraries.

By June 29 (Fri.)
   Dean completes and signs section IV of Annual Review Report Forms for all librarians.