ALFAs and Annual Reviews Calendar 2019

By March 31
PE&T Committee Chair sends reminder to Library Faculty to begin preparing the Annual Library Faculty Accomplishments (ALFA) report. The chair shares the ALFA calendar and recommended ALFA template. Librarians will use Digital Measures Academic Insights (DMAI) to generate lists of scholarship and service: https://www.digitalmeasures.com/login/uncg/faculty/app/activities/instruments/

By May 1 (Wednesday)
**ALFAs due.** Each tenure track and tenured librarian’s ALFA is due to Michael Crumpton via e-mail with the ALFA attached in PDF format. Mike posts all ALFAs in Canvas and notifies relevant supervisors of any missing ALFAs.

On May 1 (Wednesday)
**Peer Reviews:** PE&T Committee chair informs all librarians that the review process has begun and shares the 2019 peer reviewer chart and Peer Performance Review Form. All tenured librarians are required to review assigned tenure-track and tenured librarians according to the chart and Review Form. Peer reviewers consult the Guidelines for Peer Review Ratings as they are filling out forms. Completed forms are emailed as an attachment to the appropriate supervisor.

**Accessing the ALFAs:** Log into Canvas and select Groups on the left navigation bar. 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.

**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 (Harlow, Henry, Murphy, Smith – all for reappointment) and candidates for Post-Tenure review in the current year (Cramer, Crumpton). Peer Review forms or letters are sent to the appropriate supervisor by reviewers.

May 14 (Tuesday)
**Peer Reviews due.** All reviews are due to the appropriate supervisor.

May 15 (Wednesday)
**Signing party** for tenured librarians in 216 at 11am. Chocolate provided. **Supervisors,** please be there right at 11am. Supervisors will bring the University Libraries Annual Review Report Forms with only section I filled out. Tenured librarians will sign the appropriate forms 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. Untenured librarians are welcome to observe the process. For those supervisors and tenured librarians who are unable to attend, supervisors will be responsible for getting all necessary signatures by **Friday, May 17**.

**Please note:** Throughout the review process, 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 6 (Thursday)
Supervisors share draft of their annual performance summary.

By June 7 (Friday)
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 annual performance summary.
2. Negotiate and finalize goals for the new year.
3. Supervisor completes Section III of Annual Review Report Form and signs; Supervisor and librarian sign Section V of Form; Supervisor gives all materials except individual peer reviews to librarians for review.

By June 14 (Friday)
All librarians: optional written responses to annual review due to supervisor.

By June 17 (Monday)
Supervisors: ALFAs, written reviews of tenured and untenured faculty, and the Peer Report Forms with sections I through III and V completed are delivered to the Dean of University Libraries.

By July 1 (Monday)
Dean completes and signs section IV of Annual Review Report Forms for all librarians.