

Libraries and Educational Technologies

Professional & Performance Development Form

Library Faculty Self Evaluation

Personal Information

Name Erika Peterson

Job Title Director of Media Resources

Division: Libraries & Educational Technologies

Performance Period 2012-2013

Department Media Resources

Date of Review

Self-Evaluation

Supervisor Evaluation

Job Description is current

Significant changes in job description occurred during performance period

These changes include:

Annual Performance Evaluation

The minimal performance expectations for all faculty in Libraries and Educational Technologies are consistent with the mission and goals of James Madison University. The following are minimal performance expectations which cross all faculty positions. These should be taken into consideration as the faculty member is evaluated. These factors will also be evaluated by the faculty member's peers through the Peer Evaluation Form.

Client Service Orientation Gives priority to users. Effectiveness in meeting needs of user. Stays informed of university resources for extended assistance. Maintains approachable demeanor.

Professionalism Demonstrates responsibility and ethics in carrying out job duties. Demonstrates respect for University policies and goals, coworkers, administration. Keeps up with developments in the profession and in higher education; contributes to academic or administrative field.

Self-Management Sets clear priorities that are well aligned with the position's responsibilities and with organizational goals. Takes a proactive and planned approach to accomplishing these priorities. Takes personal responsibility for decisions and, if appropriate, delegates work in a balanced manner. Assumes responsibility without being told.

Task/Project Management Completes the tasks specifically associated with his/her position in an effective, efficient and timely manner. This includes assigned tasks as well as tasks the employee is expected to identify independently to enhance operations within his/her unit.

Facilitation/Interaction with Others Considerate and cooperative attitude toward faculty, staff and students. Able to resolve conflict and maintain fairness. Facilitates the flow of information with others; communicates clearly with others in oral and written form; shares resources with others; promotes collaboration and teamwork. Manages projects to ensure completion on time and with effective use of resources.

Commitment to Institutional Mission Supports University and unit mission in preparing students, faculty and other clients for enlightenment and productivity. Demonstrates interest in institutional and unit activities of the campus community.

Section I: Goal Achievement

Report on goals that were established for this performance period in each evaluation area: Core Responsibilities, Scholarship and Service. Describe in what way these goals were met and what additional work, if any, needs to be completed to meet the goal.

Core Responsibilities List primary job responsibilities. Examples include: teaches classes or gives demos to students, faculty or staff; provides reference or consultation services; enhances collections and access through acquisitions and guides, software, or cataloging; keeps abreast of developments in one's area of expertise, etc.

Provide Leadership For Media Resources Department

This year was a year of transition for the department with the addition of a new Media Lab Manager, Debbie Pugh. I spent significant time this year working with her to get acclimated to L&ET and to the department. I also worked toward bolstering the cohesion and morale of the department, in light of the reorganization and change of the previous year. The department attended two SDI sessions through Training and Development, which I believed helped us communicate more effectively. I also incorporated professional development into our departmental meetings devoting one hour long meeting a month to development. I brought in speakers and arranged tours as part of this initiative. I also organized a trip to visit Virginia Tech's Innovation Space that was attended by MR staff, as well as representative from CIT and Digital Services.

Elizabeth Haworth and I continued to work on developing greater collaboration between our staffs. To that end, we conducted a joint retreat in which we introduced the idea of community based collaborative work. We instituted several new community groups that are working across the departments to improve services in a variety of areas identified by staff.

Judy and I participated in film-making classes conducted by Billy and Brian. I was a good opportunity for us to work together, and Judy and I learned a lot.

I initiated two cross-departmental task-forces this year-- one to look at circulating student laptops, the other to study media equipment circulation. The recommendation made by the laptop task, to end circulation of student laptops, was approved by Public Services Directors. They will be phased out over the course of 2013-14. Additionally this group recommended that the money saved be reallocated to making the library friendlier to people bringing their own devices. Recommendations made by the equipment circulation group will be implemented in 2013-14. These include increased inspection and orientation to equipment at the point of circulation and the addition of a support desk for tech help in Media Resources.

Media Resources began a partnership with the Communication Center to provide CommCenter tutors in 16a on Sundays and Mondays. The CommCenter has been very pleased with the relationship and reports an increase in their tutoring sessions that they attribute to their more favorable hours and location in Media Resources.

I served on Management Council, where mostly notably, I participated in the Balanced Scorecard Customer Perspective working group.

Serve as Liaison to School of Media Art and Design

Jennifer and I moved our existing guides to LibGuides, and took the opportunity to think about how the guides were being used, and eliminated several guides that did not seem to be generating much use.

We continued to advocate for Lynda.com, and sought alternative means of funding this unique resource.

I work 2 hours weekly on the Ask Desk, though this is not a specific requirement of my being a liaison, I believe it helps me provide better collections, and stay connected to the undergraduates, and their research needs.

Develop Media Resources Video Collection

The Media Resources collection continued to expand and grow. In the summer of 2012 Media Resources absorbed the Music Library's video collection. This added hundreds of new titles to our collection, and expanded our collecting focus. As part of this transfer I reviewed all of the Music Library's VHS collection and replaced many of these titles on DVD.

I supervised the continued weeding of the collection both at Media Resources and Rose. The Rose Library VHS collection was reduced dramatically, which has created new space and had little impact on faculty and students.

I partnered with Rose Library staff to introduce a browsing DVD collection at Rose. This project was implemented during summer 2013, so its use has not been fully assessed.

Though most service points saw a significant decrease in circulation during FY 11-12, Media Resources' collection circulation held steady. Though I was hoping to see another increase like FY10-11, in light of the general downward trend I consider it a success.

Scholarship Report on goals established in the area of scholarship or intellectual contributions. Examples include bibliographies, handouts and course materials, published research, in-house research and development that contribute to L & ET services and activities, contributions to professional forums or staff seminars.

Cheri Duncan and I continued the process of writing and revising our book. We are currently adding content based on our editor's recommendations. We're hopeful that our current draft will be published in the coming year.

I began working with Kelly Giles on a research project about musicals. We have done a literature review and compiled a list of the films that we'll be discussing. Kelly's research leave slowed our process down, though I hope that we'll be able to complete our project in the coming year.

Service List leadership commitments and significant participation in official activities to improve or advance your department, division, the University or your field of expertise. Examples include: participated in a department, division, University or professional organization committee; chaired a committee; donated professional services to a local organization or institution.

Travel Committee (Chair)

This year I served as chair of the travel committee. In this capacity I led the committee meetings, solicited travel requests, oversaw the processing of travel requests and liaised with travelers and administration. I led the committee in two new pilots this year. The first was online approval of travel requests. This reduced the amount of time the committee spent in meetings. I believe this was very popular with the travel committee, however feedback indicated that travellers were getting notifications in a less timely manner than in previous years. Second, travel committee partnered with the Diversity Council to present a series of four brown bag lunches. The topics included showcases of business and personal travel, a training session on the travel request process, and travel themed trivia. The events were well attended, and anecdotally, seemed to be popular. These events were initiated based on feedback we received on a survey conducted to evaluate the travel form. Our colleagues were happy with the travel form, though still indicated confusion about the process in general.

Collection Development Committee (Arts and Humanities Cluster Representative)

I served as the Arts and Humanities Cluster Representative on CDC this year. It was a particularly important time to participate as we brought on a new Director of Collections. In my capacity as Cluster Rep, I held meetings of the AH Cluster to rate and rank resources and discuss collection issues. I tried to take an activist role in bringing concerns from the Cluster to CDC, and two issues that I advocated for (a specifically articulated policy on duplicate copies and a revision of the rating and ranking form) were both acted on by the committee.

Personnel Advisory Committee (non-tenured member)

I served as one of the non-tenured members of the PAC this year. I took a leadership role in the revision of the Tenure and Promotion Guidelines. This process involved conducting several forums for our librarian colleagues to comment on the current document and make suggestions on what they would like to see in a revised document. The second phase of the project involved a complete rewrite of the existing document drawing it much more into alignment with the Faculty Handbook, David Vess and I were the primary authors of the first draft. The final phases involved revisions and approval as we worked to craft the document to be satisfactory to our colleagues and the Dean. The document was approved by Dr. Benson in June. He said of it, "... this is a very well-written and thorough document reflecting a great deal of thought and effort. I congratulate the colleagues who worked on this revision, and join you and the L&ET staff in thanking them for their work."

Rose Library Director Search Committee (member)

I served as a member of the Rose Library Director search committee. We conducted a successful search, the culminated in the hire of KT Vaughn. I participated by reviewing applications, conducting phone interviews with candidates and phone reference checks, helping to develop the interview schedule and craft the presentation questions.

Metadata Librarian Search Committee (member)

I served as a member of the Metadata Librarian search committee. We conducted a successful search, that culminated in the hire of Stephen Holloway. I participated by reviewing applications, conducting phone interviews with candidates and phone reference checks. I also suggested that we experiment with a new format for the candidate presentation consisting of a shorter talk and brief “panel” Q&A from the search committee. The committee adopted this suggestion, and I believe the new format was well received by colleagues.

Intranet Governance Task Force (Public Services Representative)

I’m a member of the Intranet Governance Task Force and represent Public Services. This involves discussing policy issues related to The Hub, communicating with Public Services and representing their perspective to the group. I also serve as the primary minute taker.

The Digital Assets Working Groups (member)

I’m a member of the DAWG. It was voted on to sunset this group this year, as the work for the group has been very minimal and the hire of the new Digital Collections Librarian will change the necessity for a group to serve in this capacity.

QEP Task Force (member)

I’m a member of a task force for the QEP looking at the creation of a common course for First Year Students based on the 8 key questions. We’ve only met a few times, but I have been making recommendations on film content and licensing issues.

Virginia Association of Media Professionals (co-chair)

I continued as co-chair of the Virginia Association of Media Professionals. This year a subgroup of our organization had a project funded by VIVA. This project is looking to identify unique and rare holdings in our collection so that we can work toward cooperative preservation and collecting strategies. I played a key role in this project, communicating with VIVA and the vendor who is handling the data collection and coordinating meetings of the participating institutions.

Section II: Performance Review of Supervisors

The minimal performance expectations for all supervisors in Libraries and Educational Technologies are consistent with the mission and goals of James Madison University. The following are minimal performance expectations which cross all supervising faculty positions. These should be taken into consideration when evaluating a supervisor's performance.

Coaching/mentoring Providing employees with frequent performance feedback ; providing recognition for areas of high or improved performance; working with people to correct performance problems. Supporting employees in developing their capabilities to contribute more on their present jobs and to prepare them for future jobs; identifying training needs, suggesting training programs and providing opportunities to expand skills in new project / task situations; acting as mentor for employees where appropriate; evaluating performance and conducting performance review discussions on a timely basis; conducting interim review discussions when appropriate.

Communication linkage Acting as a communications link between employees and higher management; keeping people in unit informed about issues important to them.

Defining expectations Reaching agreement with employees on their objectives, priorities and measures; ensuring objectives and work plans are updated when required.

Work allocation Organizing the work flow and relationships among people and functions in the unit; delegating work to make efficient use of resources and to develop people's capabilities.

Staffing Planning and staffing the unit with the appropriate number and skills mix of employees; selecting highly qualified persons for the unit; using staff creatively to solve staffing shortages.

Performance Review of Supervisors (cont)

Summarize below the faculty member's performance in these supervisory areas throughout the performance evaluation period. To complete this summary, refer to the Supervisor Evaluation Form completed by the supervisor's direct reports and any other relevant information.

Section III: Performance Summary

Summarize the faculty member's performance for this performance period. To complete this section, refer to peer, customer and self evaluations, the goal achievement section of this document, your own evaluation of the faculty member's performance and any additional relevant information.

Signatures

The signatures below acknowledge that the performance review has been completed.

Faculty Member

Title

Date

Supervisor

Title

Date

Associate Dean

Title

Date

Dean

Title

Date