

**AAP Self-Evaluation Rating Scale
University Libraries
Evaluation Period: _____**

Name: _____

Date Submitted: _____

Record all pertinent information and explain the extent of your participation.

Remember: If you have requested a change in weighting factors from the default weights for this period, record the change, and you will be evaluated based on this change.

Scores are entered by the Executive Director and/or Supervisor only. The maximum score within each category is 10 points.

Use NA (not applicable) for any items that do not apply to you or delete the rows not applicable.
(Helpful Hint: Use Ctrl/tab to utilize the tab key within a cell.)

**JOB PERFORMANCE
(BY SUPERVISOR/E.D.)
(Typically 60%)**

Default Weighting Factor: 6.00	Weighting Factor 6.00
1. Primary:	
2. Other (Specify):	

**PROFESSIONAL DEVELOPMENT
(Typically 30%)**

3. Publications Default Weighting Factor: 1.00	Scores (Supervisor/Exec. Dir only) Weighting Factor
<i>Author of brief, non-peer reviewed, non-research article (1-3 points)</i> •	
<i>Book or media review author (1-3 points)</i> •	
<i>Byline contribution in newsletter (1-3 points)</i> •	
<i>Invited article reviewer (1-3 points)</i> •	
<i>Non-peer-reviewed, brief article, column, review (1-3 points)</i> •	
<i>Authors of non-peer reviewed, research article (5-7 points)</i> •	
<i>Non-peer-reviewed, research article (5-7 points)</i> •	
<i>Peer-reviewed journal brief research article, column, review article (5-7 points)</i> •	
<i>Peer-reviewed, brief article, column, review (5-7 points)</i> •	
<i>Referee/editorial board member of state or regional newsletter (5-7 points)</i> •	

<ul style="list-style-type: none"> • Editor/co-editor of state or regional newsletter (7-9 points) 	
<ul style="list-style-type: none"> • Column editor/co-editor of national/international newsletter (7-9 points) 	
<ul style="list-style-type: none"> • Newsletter editorship at state or regional level (7-9 points) 	
<ul style="list-style-type: none"> • Peer-reviewed journal author research article (7-9 points) 	
<ul style="list-style-type: none"> • Professionally published book author/editor/co-author/co-editor (7-9 points) 	
<ul style="list-style-type: none"> • Referee/editorial board member of national newsletter (7-9 points) 	
<ul style="list-style-type: none"> • National journal editor (9-10 points) 	
<ul style="list-style-type: none"> • Newsletter editorship at national/international level (9-10 points) 	
<ul style="list-style-type: none"> • Single author of professionally published book (9-10 points) *see footnote 	
<ul style="list-style-type: none"> • Two peer-reviewed research articles (10 points) 	
<ul style="list-style-type: none"> • Other 	
<p>*Based on the AHIP Point Index works by multiple authors receive fewer points. A single author of a book, for example may be awarded 50 points; 2-3 authors awarded 25 points each, 4 or more 20 points.</p>	
4. Research grant activity Default Weighting Factor: .25	Weighting Factor
<ul style="list-style-type: none"> • Key personnel (5-7 points) 	
<ul style="list-style-type: none"> • Proposal reviewer for grant agency/organization (5-7 points) 	
<ul style="list-style-type: none"> • Grant applied (6-7 points) 	
<ul style="list-style-type: none"> • Principle investigator/Co-Investigator (7-9 points) 	
<ul style="list-style-type: none"> • Article based on grant, submitted (7-8 points) 	
<ul style="list-style-type: none"> • Article based on grant, accepted (9 points) 	
<ul style="list-style-type: none"> • Other 	
5. Participation in professional institutes, workshops, conferences, etc. Default Weighting Factor: .75	Weighting Factor
<ul style="list-style-type: none"> • Local and state conference attendee (1-3 points) 	
<ul style="list-style-type: none"> • Member of professional association (1-3 points) 	
<ul style="list-style-type: none"> • Active committee member of local or state organization (3-5 points) 	
<ul style="list-style-type: none"> • Regional and national conference attendee (3-5 points) 	

Active committee member of regional or national organization (5-7 points) •	
Committee chair/co-chair of local or state organization (5-7 points) •	
Committee chair/co-chair of regional or national organization (7-9 points) •	
Officer/director/board/executive committee member of state or national organization (7-9 points) •	
President of national professional association (9-10 points) •	
Other •	
6. Presentations to professional organizations Default Weighting Factor: .50	Weighting Factor
Facilitated or moderated a paper or panel discussion at professional meeting (1-3 points) •	
Roundtable facilitator or recorder at professional meeting (1-3 points) •	
Exhibitor at local, state, or regional meeting (3-5 points) •	
Guest Lecturer to other library-related organization (3-5 points) •	
Poster presenter at University Research Forum (3-5 points) •	
Workshop presenter at local level (3-5 points) •	
Conference speaker/paper presenter at local or state meetings (5-7 points) •	
Poster presenter at state meeting (5-7 points) •	
Conference speaker/paper presenter at regional or national meetings (7-9 points) •	
Poster presenter at regional or national meeting (7-9 points) •	
Conference speaker/paper presenter at 2 regional or national meetings (10 points) •	
Other •	
7. Other (specify) Default Weighting Factor: .50	Weighting Factor
Attend workshops, webinars, e-conferences (1-3 points) •	
Facilitator/coordinator of displays (art, traveling exhibits, etc.) (1-3 points) •	
Journal club participant (1-3 points) •	
Web, Wiki, or blog editor at local level (3-5 points) •	
Moderator of a local or state professional listserv (5-7 points) •	

Web, Wiki, or blog editor at state level (5-7 points) •	
Moderator of a regional or national professional listserv (7-9 points) •	
Web, Wiki, or blog editor at regional or national level (7-9 points) •	
Other •	

UNIVERSITY SERVICE

(Typically 10%)

8. Committee service Default Weighting Factor: .75	Weighting Factor
Member of USA Libraries Committee (1-3 points) •	
Chair or Secretary of USA Libraries Committee (3-5 points) •	
Member of Faculty Senate (3-5 points) •	
Active Faculty Senate committee member (5-7 points) •	
Active member of 1-2 USA-institutional committee(s) (5-7 points) •	
Faculty Senate web site manager (5-7 points) •	
Active member of 3 or more USA-institutional committees (7-9 points) •	
Chair of Faculty Senate committee (7-9 points) •	
Vice-chair/Chair-elect of USA Faculty Senate (7-9 points) •	
Chair of national accreditation committee, etc. (9-10 points) •	
Chair of USA Faculty Senate (9-10 points) •	
Secretary of USA Faculty Senate (9-10 points) •	
Other •	
9. Extracurricular participation (Library-related community service, etc.) Default Weighting Factor: 0	Weighting Factor
Faculty advisor for student organizations (5-7 points) •	
Faculty advisor for two student organizations (9-10 points) •	
Other •	
10. University-related community service. Default Weighting Factor: .25	Weighting Factor
Points determined by the quality, value and quantity of activities •	

11. Other (Specify) Default Weighting Factor: 0	Weighting Factor
<i>Advisory board member for local or state organization (5-7 points)</i> •	
<i>Advisory board member for regional or national organization (7-9 points)</i> •	
<i>Other</i> •	