

Guidelines for the Assessment of Instructional Performance in Academic Libraries

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Adapted from:
Performance Assessment of Teaching
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Assessment Instrument	Definition	Evidence/Indicators
Self-Assessment of Teaching	Narrative report by library instructor that includes a description of instructional activities and an evaluation both of their quality and their personal or programmatic significance	<ul style="list-style-type: none"> • Description of instructional activities • Description of successes • Description of concerns/areas for improvement • Indicators of how instruction has changed as a result of feedback/experience • Reflection on what worked, or did not, and why
Student Evaluations of Teaching Participant Evaluations of Teaching	<p>Summary report of student/participant evaluations of one or more instructional sessions</p> <p>Summary report of course evaluations for librarians teaching credit-bearing courses</p>	<ul style="list-style-type: none"> • Student/Participant evaluation forms
Cooperating Faculty Evaluations of Teaching	Summary of narrative review of the instructional effectiveness of a library instructor by a cooperating faculty member in a course-integrated instructional situation	<ul style="list-style-type: none"> • Faculty evaluation form (classroom) • Faculty evaluation form (end of semester) • Faculty assessment of evidence of student learning in targeted areas based on review of course assignments

Peer Observation of Teaching	Narrative review of the instructional effectiveness of a library instructor by a colleague who has followed the KU Libraries Guidelines for Peer Observation	<ul style="list-style-type: none"> • Peer observation reports, including: <ul style="list-style-type: none"> ○ Strengths ○ Areas for improvement ○ Focus for future observations • Reflections on peer observation reports, including: <ul style="list-style-type: none"> ○ Plans for improvement ○ Focus for future observations
Peer Assessment of Instructional Materials	Narrative review of the completeness and clarity of print and electronic instructional materials prepared by a library instructor	<ul style="list-style-type: none"> • Lesson plans (complete with learning objectives and assessment activities) • Handouts provided to students/participants • Online materials, including PowerPoint slides, Web pages, or tutorials • Assessment instruments
Contributions to Instructional Design	<p>Narrative summary by the library instructor of the development of new (or substantially revised) instructional modules, workshops, or credit-bearing courses</p> <p>Narrative review by a colleague of the significance of the instructor's contribution to the development of the new (or revised) instructional content and its significance for the instructional services program</p>	<ul style="list-style-type: none"> • Lesson plans (complete with learning objectives and assessment activities) • Handouts provided to students/participants • Online materials, including PowerPoint slides, Web pages, or tutorials • Assessment instruments • Course syllabus • Student/Participant evaluations

Contributions to KU Libraries Teaching Environment	Narrative report by the library instructor of participation in activities related to the KU Libraries' Instructional Services Program	<ul style="list-style-type: none"> • Service as a peer reviewer • Service on instruction-related committees (e.g., Instruction Council) • Leadership of teaching-related committees or activities within the KU Libraries • Library presentations related to teaching or instructional services • Development of credit-bearing courses related to information and technology literacy • Participation in instructional improvement or training programs sponsored by the KU Libraries • Leadership of instructional improvement or training programs sponsored by the KU Libraries
Contributions to IS/Campus Teaching Environment	Narrative report by the library instructor of participation in activities related to instructional activities provided through the Information Services Division, or to campus-wide instructional improvement or teaching activities	<ul style="list-style-type: none"> • IS/Campus presentations related to teaching or instructional services • Participation in instructional improvement or training programs sponsored at the IS/Campus level • Leadership of instructional improvement or training programs sponsored at the IS/Campus level
Awards, Commendations, or Fellowships Received for Teaching or Instructional Service	Annotated list of awards, commendations, or fellowships received from a department, college, university, student organization or professional organization in recognition of instructional work	<ul style="list-style-type: none"> • Summary of awards or commendations, including: <ul style="list-style-type: none"> ○ Source of award ○ Criteria for award ○ Prestige of award

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