

## Guidelines for the Assessment of Instructional Performance in Academic Libraries

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Adapted from:  
Performance Assessment of Teaching  
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<b>Assessment Instrument</b>	<b>Definition</b>	<b>Evidence/Indicators</b>
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"> <li>• Description of instructional activities</li> <li>• Description of successes</li> <li>• Description of concerns/areas for improvement</li> <li>• Indicators of how instruction has changed as a result of feedback/experience</li> <li>• Reflection on what worked, or did not, and why</li> </ul>
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"> <li>• Student/Participant evaluation forms</li> </ul>
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"> <li>• Faculty evaluation form (classroom)</li> <li>• Faculty evaluation form (end of semester)</li> <li>• Faculty assessment of evidence of student learning in targeted areas based on review of course assignments</li> </ul>

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"> <li>• Peer observation reports, including: <ul style="list-style-type: none"> <li>○ Strengths</li> <li>○ Areas for improvement</li> <li>○ Focus for future observations</li> </ul> </li> <li>• Reflections on peer observation reports, including: <ul style="list-style-type: none"> <li>○ Plans for improvement</li> <li>○ Focus for future observations</li> </ul> </li> </ul>
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"> <li>• Lesson plans (complete with learning objectives and assessment activities)</li> <li>• Handouts provided to students/participants</li> <li>• Online materials, including PowerPoint slides, Web pages, or tutorials</li> <li>• Assessment instruments</li> </ul>
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"> <li>• Lesson plans (complete with learning objectives and assessment activities)</li> <li>• Handouts provided to students/participants</li> <li>• Online materials, including PowerPoint slides, Web pages, or tutorials</li> <li>• Assessment instruments</li> <li>• Course syllabus</li> <li>• Student/Participant evaluations</li> </ul>

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"> <li>• Service as a peer reviewer</li> <li>• Service on instruction-related committees (e.g., Instruction Council)</li> <li>• Leadership of teaching-related committees or activities within the KU Libraries</li> <li>• Library presentations related to teaching or instructional services</li> <li>• Development of credit-bearing courses related to information and technology literacy</li> <li>• Participation in instructional improvement or training programs sponsored by the KU Libraries</li> <li>• Leadership of instructional improvement or training programs sponsored by the KU Libraries</li> </ul>
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"> <li>• IS/Campus presentations related to teaching or instructional services</li> <li>• Participation in instructional improvement or training programs sponsored at the IS/Campus level</li> <li>• Leadership of instructional improvement or training programs sponsored at the IS/Campus level</li> </ul>
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"> <li>• Summary of awards or commendations, including: <ul style="list-style-type: none"> <li>○ Source of award</li> <li>○ Criteria for award</li> <li>○ Prestige of award</li> </ul> </li> </ul>

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