

TEMPLATE LETTER TO EXTERNAL EVALUATORS [rev. 12/1/15 sd,wmc]

Dear [evaluator name]

Thank you for agreeing to evaluate the professional performance of [candidate name] who is being considered for [promotion from Senior Assistant Librarian to Associate Librarian and/or continuing appointment (tenure)]. It is the practice of SUNY New Paltz to obtain external evaluations for librarians seeking the rank of Associate Librarian or above.

Enclosed [or under separate cover] please find the candidate's *curriculum vitae* and supporting materials. Also enclosed is the personal narrative, which describes the candidate's achievements in the several categories we consider in evaluating faculty. We find these narratives assist evaluators greatly in understanding our institution and the constraints under which our faculty carry out their professional responsibilities. Please give this narrative your careful attention.

I ask that you comment on the candidate's proficiency as a librarian and her/his scholarly ability. The following excerpts from our *Interpretation for the Library Faculty of the CRITERIA OF THE BOARD OF TRUSTEES regarding promotion and evaluation* may aid you in conducting your evaluation.

Effectiveness in Job Performance includes:

- Development and completion of objectives related to particular assignments and projects. Included as evidence are the following: a.) in-house reports, technical manuals, web pages, operational or procedural guides and exhibits; b.) analyses of significant local collections (their content and use), resources in specific fields of study, and/or examinations of the characteristics of resources new to the collection; c.) managerial reports that identify problems, recommend avenues of correction and discuss the probable ramifications of any solution taken.
- Development and effective management of particular library systems, electronic resources or library databases, procedures and organizations: e.g., acquisitions, archives, special collections, cataloging, circulation/reserve, and online catalog modules, specialized computer applications, interlibrary loan, reference, serials.

Scholarly Ability includes:

- Continues and expands contributions to library and profession through special projects, presentations, grant awards or publications at the regional or state level, including development of electronic access tools. Examples

include: professional publications based upon significant scholarly research; other publications; papers presented at professional conferences; completed work disseminated to professional audiences but not published; software resulting from or resulting in significant research.

In your evaluation please do not to make a recommendation on the personnel action itself, since this would require a comprehensive assessment of the candidate's job performance and local service, which cannot appropriately be undertaken by an external evaluator.

Please do address the questions below.

1. What has been your professional and/or personal relationship with the candidate under review?
2. Does the body of the candidate's work reflect appropriate development and reflect best practices in academic librarianship?
3. Does the candidate's work show promise in fulfilling the long-term expectations of academic librarianship?
4. Are there other aspects of the candidate's work that you wish to comment on?

Please indicate your wishes regarding the confidentiality of your evaluation by answering the following questions and returning a copy of this letter to me with your evaluation.

1. May the candidate read your recommendation?

YES            NO

2. If no, may the candidate read this if all identification as to its source is deleted?

YES            NO

Please send your completed review to my attention no later than [*date*]. If you like, you may email your evaluation and a copy of this letter to me at colvsonm@newpaltz.edu. In either case, please return all supporting material to me by first class mail labeled "CONFIDENTIAL."

Thank you for taking on this evaluation in addition to your already busy schedule. Your objectivity helps us to enrich and guarantee the quality of our library faculty. We greatly appreciate your contribution.

Sincerely,

W. Mark Colvson  
Dean of the Library