

## **Memo to Librarians**

From: Personnel Committee

Date: October 5, 2004

RE: Annual Reports for January 1, 2004 to December 31, 2004

Please review pertinent dates on the ***Annual Review Calendar: Reporting Year 2004***

All librarians must submit an annual report based on the calendar year.

*The purpose of the annual report is:*

- 1) to build a cumulative document that will serve as your dossier used to apply for promotion/continuing contract or promotion.
- 2) to remind your department head of your accomplishments in preparation for your annual evaluation
- 3) to establish your goals for the coming year

*Directions:*

- 1) Please follow the format and numbering of the librarian form.
- 2) Please **bold** activities pertinent to the current review year (2004) *unless* this is your first year review.
- 3) Include supporting materials such as assessment or other documentation as appendices with an index. Probationary librarians should cumulate and submit these materials with each annual review during the probationary period.
- 4) Part II and III
  - a. You might not have activities in every section.
  - b. This is a cumulative document. You may have sections with contributions from previous years and none in the reporting year.
  - c. Include all activities but list each activity only *once*.
  - d. Include your individual contribution to the accomplishments of groups such as teams, committees, clusters, working groups.
  - e. Include submissions, work-in-progress, and works accepted for publication.
- 5) Part IV: list goals for the next calendar year including action statements, timeframe, and measure of performance.