



STOUGHTON CENTER FOR LEARNING

Summary Guide for SECOND-FIFTH YEAR Librarian Faculty

A **second-year file** is a Decision "Action" Review. If your performance is satisfactory, you will receive an additional two-year contract (years 3-4). If you are not adequately making progress towards tenure and promotion, you will receive a terminal one-year contract (employed in year 3 only). If your performance is exceedingly poor, your contract will terminate at the end of year two. A **third-year file** is a Feedback Review. No decisions will be made in year three;



Between Fall and Spring Terms

Before your file closing deadline, you should prepare your file for electronic upload (at least two weeks in advance). For the Review File, you should do the following:

- 1) Provide a copy of your approved Faculty Plan. **(Required)**
- 2) Provide a copy of your updated Curriculum Vitae. **(Required)**
- 3) Write a 1-2-page **Executive Summary** assessment of your achievements **(Required)**. Explain progress on goals as outlined in the approved Faculty Plan and [University](#) standards. *It is recommended that you write your Executive Summary after you have written your self-evaluation and reviewed your achievements in librarianship, scholarship, and service.
- 4) Write a **Self-Evaluation** (suggested 5 pages for second-year files, additional years may be lengthier) **(Required)**. Include activities since your Stockton hire date. Strive for brevity and clarity and address areas of concern brought up in previous personnel letters. The statement should be written as a single document and include the following:
 - a. **Librarianship** (connect what you say to the [University](#) standards for excellence in librarianship). **(Required)**
 - i. A thorough and current command of librarianship and best practices in library service.
 - ii. Promotion of student learning through the appropriate collection and classification of materials,

DISCLAIMER:

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