

Academic Review Tips

Notes from CAP/WOM brown bag on review process

August 27, 2014

UL--Denise Stephens on what she looks for in a successful review file:

Self evaluation: Clear, concise, reflective articulation on what you and the reviewers understand to be your impact during that period. Clarity is important. What difference does the activities that you have been involved in make a difference in what the library does? What you are doing, how much, what impact on your department/unit/campus. An example: Don't write: "I cataloged 500 books." Rather, say: "I cleared up a large backlog and made a certain special collection accessible in the library catalog." Reflective; not just a list of accomplishments, but also what those accomplishments mean. The bottom line is the impact of your job on the library and/or campus and/or librarianship. State the value and importance of what you did, and how that had a positive impact. Don't be too shy to brag a little. But don't overstate your accomplishments either.

Reflective writing: Looking back in a way that allows you to compare what has happened the last time you looked back. These are the things that help you frame how you approached your work:

1. Challenges (May include changes in the organization as a challenge that affect how you are able to Perform)
2. Opportunities
3. What did you learn?
4. How have I grown or changed?
5. What is it about the organization that inhibits or enhances what I do?
6. Connect accomplishments

The reflective exercise helps it be more than a chronology. Gives context for professional choices and activities during that time period.

There is a balance between the professional and librarian responsibilities. Opportunities to do things are always there. Having priorities helps so you decide what opportunities that you take advantage of. Getting advice from a mentor about these things is really important. Entirely independent thing; want to see that you have arrived at this balance. Alan suggests a professional journal to log reflections.

Greater than positive

Performance that is above and beyond expectations

Don't evaluate yourself, discuss impact. (I saw an opportunity to fix/make something better. I was given the opportunity to try. I was really glad to see that it made some effect.)

Candidate can talk about impact, reviewer can evaluate impact.

If impact is in the future, you can acknowledge it, but talk about what you believe it will be then.

Goals

- Evidence that the goals represent advancement/stretch.

- Include a statement about how you want to grow and learn new skills.
- Goals should be linked to current review.
- Address deficits, address opportunities, etc.—Are you struggling with something? How can you deal with the challenge or deficit?
- Goal should have a little additional detail (e.g., the why/outcome/impact of that goal); if that is included, bullet points are okay.
- This is a good time to reflect on the past year, and discuss where you see yourself in another one to five years.