

## **Appendix X.**

### **Statement of Goals**

Goals statements are not a formal part of the review process for UC San Diego Librarians, and they are not included in review files. Nevertheless, The UC San Diego Library's administration recognizes that goal statements are an important management tool that can be utilized to direct the work of an individual library, a program, and the entire UC San Diego Library. In addition, goals statements for individuals ensure that the individual and her or his supervisor are in agreement about the individual's work and its relationship to the goals and needs of the program and library as a whole. Finally, goals statements for individuals can provide scaffolding for the actual self-review. Thus, although not required, each supervisor is permitted to request goals statements from any of the librarians she or he supervises, and each librarian is encouraged to develop individual goals for themselves and discuss them with his or her supervisor or colleagues as appropriate.

#### **I. GOAL SETTING**

In consultation with his or her Program Director, a UC San Diego Librarian may ask or be asked to submit a goal statement. In such an event,

- A. Goals should be consonant with the stated goals and objectives of the program and the library;
- B. The goal statement should include the goals established for areas of responsibility within the library, and, to the extent that they are relevant to the goals and objectives of the program, may also address goals for professional activity outside the library, goals for University and public service, and goals for research and other creative activity;
- C. Goals should be worded so that it is clear when the goal has been completed, e.g. stated quantitatively, or in terms of developing, enhancing, evaluating or improving products, services, documents, or skills; and
- D. Accomplishment of routine tasks should not be included in a goals statement.

#### **II. PERIODIC REVIEW AND MODIFICATION OF GOALS**

- A. If necessary, the individual librarian and / or the Program Director can request that the goals statement be modified to reflect changes in priority at the individual's, program's, or library's level.
- B. If agreeable to the individual librarian and to the Program Director, the goals statement shall be modified accordingly, signed and dated.