Librarians' Career Development Program
Assessment Instruments

This document includes surveys that were developed for the University of North Texas Libraries' Career Development Program which promotes and supports the research, scholarship, and leadership activities of the Libraries' faculty librarians.

Contents

Career Development Interest Survey .............................................................. 2
Career Development Session Survey .............................................................. 7
Peer Reviewer Service Survey ........................................................................ 10
Evaluation of Librarian Professional Activities Study ........................................ 12
Career Development Interest Survey

Welcome! The Career Development Committee at the University of North Texas Libraries is conducting this study to learn more about the topics that you would like to have covered. In order to plan programs, we would like to know the topics in which you have the greatest interest so that we can cover them first. We also would like your feedback on other activities that you would like the Career Development Committee to offer.

Before agreeing to participate in this research study, it is important that you read and understand the following explanation of the purpose, benefits and risks of the study and how it will be conducted.

Title of Study: Career Development Survey

Investigators:
Catherine Sassen, University of North Texas Libraries
Karen Harker, University of North Texas Libraries
Mark McKnight, University of North Texas Libraries
Erin O’Toole, University of North Texas Libraries
Maristella Feustle, University of North Texas Libraries

Purpose of the Study: You are being asked to participate in a research study which concerns your interest in career development activities in the UNT Libraries.

Study Procedures: You will be asked to respond to a survey that will take about five to ten minutes of your time.

Foreseeable Risks: No foreseeable risks are involved in this study.

Benefits: This study may benefit you directly by enabling the Career Development Committee to plan activities that directly support your career development needs.

Compensation for Participants: None

Procedures for Maintaining Confidentiality of Research Records: The survey is not collecting any information that can connect your responses to you. The confidentiality of your individual information will be maintained in any publications or presentations regarding this study.

Questions about the Study: If you have any questions about the study, you may contact Catherine Sassen at catherine.sassen@unt.edu.

Review for the Protection of Participants: This research study has been reviewed and approved by the UNT Institutional Review Board (IRB). The UNT IRB can be contacted at (940) 565-3940 with any questions regarding the rights of research subjects.
Research Participants’ Rights: Your participation in the survey confirms that you have read all of the above and that you agree to all of the following:

· Catherine Sassen has explained the study to you and you have had an opportunity to contact her with any questions about the study. You have been informed of the possible benefits and the potential risks of the study.

· You understand that you do not have to take part in this study, and your refusal to participate or your decision to withdraw will involve no penalty or loss of rights or benefits. The study personnel may choose to stop your participation at any time.

· You understand why the study is being conducted and how it will be performed.

· You understand your rights as a research participant and you voluntarily consent to participate in this study.

· You understand you may print a copy of this form for your records.

1. This message is the informed consent notice. By clicking on the “I agree” response below, you are giving your consent to participate in the survey.

☐ I agree, and I wish to participate in the survey.

[Skip logic: If “I agree, and I wish to participate in the survey” is not selected, then skip to end of block.]

2. Which topics should be covered in Career Development meetings? Please rank the following items in order of your interest.

   ______ General Career Development Skills
   ______ Research
   ______ Publication
   ______ Presentations
   ______ Teaching
   ______ Grants
   ______ Leadership
   ______ Mentoring
   ______ Service

3. Which specific topics should be covered?
   General Career Development Skills
   ☐ Professional Career Development Plans
   ☐ Deciding to pursue another degree
   ☐ Self-Motivation
   ☐ Academic Writing Skills
   ☐ Professional Social Networking
   ☐ Managing and/or writing for blogs
4. Which specific topics should be covered?
Research, publication and presentations
- Selecting a good topic for publication or presentation
- Developing a research topic
- Choosing the appropriate research design for your study
- Getting IRB approval for a research study
- Conducting qualitative research
- Conducting quantitative research
- Conducting statistical analysis
- Writing a literature review
- Publishing: choosing the appropriate journal, preparing the manuscript, writing the cover letter, knowing what to expect in the submission, peer review, revision and resubmission processes
- Writing a proposal for a conference presentation or poster
- Delivering a conference presentation
- Creating a poster and participating in a poster session
- Collaborating with others on publications or presentations

5. Which specific topics should be covered?
Teaching
- Serving as an adjunct faculty member
- Using effective teaching techniques
- Using technology in your teaching
- Assessment of learning

6. Which specific topics should be covered?
Grants
- Identifying appropriate grants for your research
- Writing a grant proposal
- Managing grant-funded projects

7. Which specific topics should be covered?
Leadership
- Developing overall leadership skills
- Running efficient meetings
- Setting goals
- Motivating your committee
- Coming to consensus
8. Which specific topics should be covered?
Mentoring
- Choosing a mentor
- Getting the most out of a mentoring arrangement
- Being a good mentee
- Being a good mentor

9. Which specific topics should be covered?
Service
- Networking with other professionals
- Serving on professional association committees
- Serving on university committees
- Finding community service opportunities appropriate for your career path
- Getting started in consulting

10. Please identify other topics of interest to you:

11. Would you be willing to make any presentations to the librarians on any topics mentioned in this survey? If so, please identify the topic(s) and include your name.

12. What types of programs and activities should be offered by the Career Development Program? Please rank the following in order of your interest
   _____ Presentations
   _____ Workshops
   _____ Panel discussions
   _____ Presentation rehearsals
   _____ Discussions of journal articles pertaining to research and publication
   _____ Brainstorming about research study ideas
   _____ Writing groups that provide feedback on drafts of articles
   _____ Writing Boot Camp (an abbreviated version of the Dissertation Boot Camp model)
   _____ Other:

13. How often should Career Development programs be held?
   ☐ Once a month
   ☐ Once every other month
   ☐ Other: ____________________

14. Would you be interested in meeting with a group focused on developing leadership skills?
   ☐ Yes
   ☐ No
15. Would you be willing to meet with a group focused on developing research methods skills?

- Yes
- No
Career Development Session Survey

Before agreeing to participate in this research study, it is important that you read and understand the following explanation of the purpose, benefits and risks of the study and how it will be conducted.

Title of Study: Career Development Session Feedback Survey

Investigators:
Catherine Sassen, University of North Texas Libraries
Karen Harker, University of North Texas Libraries
Mark McKnight, University of North Texas Libraries
Erin O’Toole, University of North Texas Libraries
Maristella Feustle, University of North Texas Libraries

Purpose of the Study: You are being asked to participate in a research study which concerns your interest in career development activities in the UNT Libraries and the effectiveness of the sessions provided.

Study Procedures: You will be asked to respond to a survey after attending a session that will take about three to five minutes of your time.

Foreseeable Risks: No foreseeable risks are involved in this study.

Benefits: This study may benefit you directly by enabling the Career Development Committee to plan activities that directly support your career development needs.

Compensation for Participants: None

Procedures for Maintaining Confidentiality of Research Records: The survey is not collecting any information that can connect your responses to you. The confidentiality of your individual information will be maintained in any publications or presentations regarding this study.

Questions about the Study: If you have any questions about the study, you may contact Catherine Sassen at catherine.sassen@unt.edu.

Review for the Protection of Participants: This research study has been reviewed and approved by the UNT Institutional Review Board (IRB). The UNT IRB can be contacted at (940) 565-3940 with any questions regarding the rights of research subjects.
Research Participants’ Rights: Your participation in the survey confirms that you have read all of the above and that you agree to all of the following:

· Catherine Sassen has explained the study to you and you have had an opportunity to contact her with any questions about the study. You have been informed of the possible benefits and the potential risks of the study.
· You understand that you do not have to take part in this study, and your refusal to participate or your decision to withdraw will involve no penalty or loss of rights or benefits. The study personnel may choose to stop your participation at any time.
· You understand why the study is being conducted and how it will be performed.
· You understand your rights as a research participant and you voluntarily consent to participate in this study.
· You understand you may print a copy of this form for your records.

This message is the informed consent notice. By clicking on the “I agree” response below, you are giving your consent to participate in the survey.

○ • I do not wish to participate.
○ • I agree and wish to participate in the survey.

[Skip Logic: If “I do not wish to participate in the survey” is selected, then skip to end of survey.]

Session Attended
○ Workshop on Preparing and Giving a Presentation, January 2014
○ Workshop on Writing a Literature Review, March 28, 2014
○ Academic Writing Skills, May 27, 2014
○ Conducting Effective Surveys Workshop (part 1), June 13, 2014
○ Conducting Effective Surveys Workshop (part 2), June 20, 2014
○ Committee Leadership presentation, Sept. 11, 2014
○ Developing Research Topics and Questions, Nov. 3, 2014
○ Basic and Advanced Networking, Jan. 27, 2015
○ Writing Books and Book Chapters, April 23, 2015
○ Grants, September 29, 2015

How beneficial to your scholarly, professional or service activities do you feel this session was?

<table>
<thead>
<tr>
<th>Not beneficial at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Could not succeed without</th>
</tr>
</thead>
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How much of the information presented in this session was new to you?

<table>
<thead>
<tr>
<th>None of it</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>All of it</th>
</tr>
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How much will the information presented in this session change what you do?

<table>
<thead>
<tr>
<th>No change at all</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>Changes what I do completely</th>
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</table>

Please provide any additional feedback or comments about this session that you would like to make.
Peer Reviewer Service Survey

Before agreeing to participate in this research study, it is important that you read and understand the following explanation of the purpose, benefits and risks of the study and how it will be conducted.

Title of Study:  Peer Reviewer Service Survey

Investigators:
Catherine Sassen, University of North Texas Libraries
Karen Harker, University of North Texas Libraries
Mark McKnight, University of North Texas Libraries
Erin O’Toole, University of North Texas Libraries
Maristella Feustle, University of North Texas Libraries

Purpose of the Study: You are being asked to participate in a research study which concerns your feedback on the effectiveness of the Peer Reviewer Service offered by UNT Libraries Career Development Program.

Study Procedures: You will be asked to respond to a survey after using the Peer Reviewer Service. The survey will take about three to five minutes of your time.

Foreseeable Risks: No foreseeable risks are involved in this study.

Benefits: This study may benefit you directly by enabling the Career Development Committee to modify the Peer Reviewer Service to better support your needs for peer review.

Compensation for Participants: None

Procedures for Maintaining Confidentiality of Research Records: The survey is not collecting any information that can connect your responses to you. The confidentiality of your individual information will be maintained in any publications or presentations regarding this study.

Questions about the Study: If you have any questions about the study, you may contact Catherine Sassen at catherine.sassen@unt.edu.

Review for the Protection of Participants: This research study has been reviewed and approved by the UNT Institutional Review Board (IRB). The UNT IRB can be contacted at (940) 565-3940 with any questions regarding the rights of research subjects.
Research Participants’ Rights: Your participation in the survey confirms that you have read all of the above and that you agree to all of the following:

- Catherine Sassen has explained the study to you and you have had an opportunity to contact her with any questions about the study. You have been informed of the possible benefits and the potential risks of the study.
- You understand that you do not have to take part in this study, and your refusal to participate or your decision to withdraw will involve no penalty or loss of rights or benefits. The study personnel may choose to stop your participation at any time.
- You understand why the study is being conducted and how it will be performed.
- You understand your rights as a research participant and you voluntarily consent to participate in this study.
- You understand you may print a copy of this form for your records.

This message is the informed consent notice. By clicking on the “I agree” response below, you are giving your consent to participate in the survey.

☐ I do not wish to participate.
☐ I agree and wish to participate in the survey.

[Skip logic: If “I do not wish to participate in the survey” is selected, then skip to end of survey.]

How beneficial to your paper was the feedback that you received through the Peer Reviewer Service?

☐ Not beneficial at all
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ Could not succeed without

How much will the feedback change what you do?

☐ No change at all
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☐ 7
☐ Changes what I do completely

Please provide any additional comments about the Peer Reviewer Service that you would like to make.
Evaluation of Librarian Professional Activities Study

Before agreeing to participate in this research study, it is important that you read and understand the following explanation of the purpose, benefits and risks of the study and how it will be conducted.

Title of Study: Career Development Program Study: Evaluation of Librarian Professional Activities Study

Investigators:
Catherine Sassen, University of North Texas Libraries
Karen Harker, University of North Texas Libraries
Erin O’Toole, University of North Texas Libraries
Maristella Feustle, University of North Texas Libraries

Purpose of the Study: You are being asked to participate in a research study which concerns your presentation and publication activities. This information will help the Career Development Workgroup determine how much of an impact its programs are having on the quantity and quality of the scholarly and service activities of all librarians.

Study Procedures: You will be asked to allow the investigators to view the curriculum vitae that you have submitted to the UNT Libraries’ Personnel Affairs Committee (PAC). If you provide consent, the Personnel Affairs Committee will copy your curriculum vitae to a folder that is accessible only to the PAC and to the investigators of this study. The folder will include only CVs. Information from individual CVs will remain confidential, and will only be reported as summaries.

Foreseeable Risks: No foreseeable risks are involved in this study.

Benefits: This study may benefit you directly by enabling the Career Development Workgroup to plan activities that directly support your career development needs.

Compensation for Participants: None

Procedures for Maintaining Confidentiality of Research Records: The curriculum vitae will be stored in a file with restricted access. The confidentiality of your individual information will be maintained in any publications or presentations regarding this study.

Questions about the Study: If you have any questions about the study, you may contact Catherine Sassen at catherine.sassen@unt.edu.

Review for the Protection of Participants: This research study has been reviewed and approved by the UNT Institutional Review Board (IRB). The UNT IRB can be contacted at (940) 565-3940 with any questions regarding the rights of research subjects.
Research Participants’ Rights: Your participation in the study confirms that you have read all of the above and that you agree to all of the following:

- Catherine Sassen has explained the study to you and you have had an opportunity to contact her with any questions about the study. You have been informed of the possible benefits and the potential risks of the study.
- You understand that you do not have to take part in this study, and your refusal to participate or your decision to withdraw will involve no penalty or loss of rights or benefits. The study personnel may choose to stop your participation at any time.
- You understand why the study is being conducted and how it will be performed.
- You understand your rights as a research participant and you voluntarily consent to participate in this study.
- You understand you may print a copy of this form for your records.

This message is the informed consent notice. By clicking on the “I agree” response below, you are giving your consent to participate in the study.

확립: I do not wish to participate.
확립: I agree and wish to allow the Career Development Workgroup to view the vitae that I have submitted to the UNT Libraries’ Personnel Affairs Committee.