

January 7, 2010

To: Full-Time Faculty

From: Ronald Ambrosetti, Ph.D.
Provost and Dean of the College

Re: 2009 Annual Evaluation Materials
Due to your Department Chair by February 8, 2010

Please review part 3.9.2 of the *Faculty Statutes* for an overview of the annual evaluation process. In brief, each faculty member should prepare an updated curriculum vitae (CV) and a self-evaluation. The self-evaluation should comment on professional activities for the **2009 calendar year**, including (see section 3.9.6):

- Teaching Effectiveness
- Academic Advising
- Scholarship, Research, and Creative Work
- Service to the College, Profession and the Community

Please include relevant supporting materials/documentation.

Timeline:

- Faculty provides CV and self-evaluation to chair by February 8th
- Chair submits evaluations to the Dean by March 5th
- Dean submits materials to Provost no later than March 22nd