

**CHECKLIST FOR SUBMITTING 2007 ANNUAL EVALUATION MATERIALS
DUE TO A&S DEAN'S OFFICE BY FEBRUARY 29, 2008**

Department Name _____ Contact Person _____

Please submit this check list and your materials to Suzanne Harrell, Ellison Hall 323.

- _____ 1. An explanation of the evaluation process used by the department
(original and 1 copy)
- _____ 2. A "Summary Report of Annual Faculty Evaluation" for each faculty member
(original and 1 copy)
- _____ 3. A one-page mini-vita for each faculty member
(original and 1 copy).
- _____ 4. A complete updated vita for each faculty member. Please asterisk all refereed
publications published during calendar year 2007.
(original)
- _____ 5. A two-page mini-vita for the department
(original and 2 copies)

NOTE 1: Please staple each faculty member's mini-vita behind his/her summary report form, put in alphabetical order, and separate into one stack of originals and one stack of copies. This will speed up the massive paper-handling involved in this project. Thank you.

NOTE 2: List any missing evaluations with explanation and expected submission date.