

TO: Faculty

FROM: Harry Berman
Provost & Vice Chancellor for Academic Affairs

DATE: February 2, 2010

SUBJECT: Faculty Scholarly Achievements

In order to identify faculty scholarly achievements, attached is a list of categories for reviewing the Professional Activities Reports, along with a sample format. Please note that all accomplishments should have occurred during the 2009 calendar year. This information will be used in assessing faculty, college, and campus accomplishments. The information will also be used at the fall Faculty Recognition Luncheon. A printed program will be provided listing all scholarly achievements that have been submitted and meet the criteria for inclusion.

I would like to note that we have agreed that we are not considering presentations or papers which involve groups below the state level. For presentations at conferences, we are looking for state, regional, national, and international levels of involvement.

Please provide this information to the dean of your college for review no later than **Friday, February 26, 2010**. The dean will notify you if any changes are made as a result of his/her review. Please let me know if you have any questions regarding this request.

HJB/pb

Attachments