College of Arts & Sciences

Report on Annual Evaluation of Teaching Assistant Professor and Teaching Associate Professor

Academic Year

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| Department/Curriculum Name |       |
| Submitted By |       |

[ ]  Check here if your department has no teaching assistant professors or teaching associate professors for review.

All teaching assistant or teaching associate professors who are on either a three- or five-year contract must have an annual conference with the Chair or Designee. A written summary of the conference must be placed in the faculty member’s file. In addition, a copy must be sent to the faculty member, who may write a response to the file if he/she wishes.

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| **Name** | **Rank** | **Date of Conference** |
| *EX: Jane Doe-Smith* | *Teaching Assistant Professor* | *March 5, 20XX* |
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**Please submit this form via RASR**

**by June 30th**