

New York City College of Technology
OF THE CITY UNIVERSITY OF NEW YORK

The Annual Evaluation Conference Memorandum for Academic Year 20__-20__

Faculty Member:

Department:

Date of Conference:

Evaluator:

Discuss the total academic performance and professional progress of the candidate in addressing each of the areas required by the Board criteria (Teaching; Research/ Scholarly/ Creative/ Professional Activity; Service to the Department, College, University, Profession, and Community; and willingness to work with others for the good of the institution), as well as the candidate's goals in these areas for the coming academic year.

Use as much space as required to report the discussion adequately.

Comment on the faculty member's ability and success in collaborating "with others for the good of the institution."

Indicate faculty member's overall academic performance and professional progress (How well does the faculty member exceed, meet, meet some of, or does not meet the goals and provide a brief summary to explain the rating). Refer to *Guidelines for Faculty Personnel Process* for criteria in each area.

The Annual Evaluation Conference Memorandum prepared by

Evaluator _____ Signature _____

Title _____ Date _____

I have been given a copy of this memorandum and have read it.

Faculty Member _____ Signature _____

Title _____ Date _____

The faculty member may submit a statement in response or rebuttal to this memorandum.