



Notes:

1. Pursuant to Article 5 of the University's *Regulations Governing the Promotion Schedule of New Faculty*: Every academic year, departments and institutes shall require new faculty members to submit a written report on the progress of their teaching, research, and service performance. The department/institute chairs shall give written recommendations in response to said reports to help faculty members attain their promotion by the scheduled deadline and submit their reports to the faculty evaluation committees of their department/institute and college. These regulations also apply to research personnel.
2. The department/institute shall submit photocopies of this report to the college and newly appointed teaching and research personnel for reference after the report is passed by the college-level faculty evaluation committee.
3. Please add additional information as necessary.