

# COVER SHEET EMERITUS REVIEW

YEAR \_\_\_\_\_

NAME: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CURRENT RANK: \_\_\_\_\_ YEAR ACHIEVED  
CURRENT RANK: \_\_\_\_\_

NUMBER OF  
YEARS OF  
SERVICE AT  
UTSA  
\_\_\_\_\_ RETIREMENT  
DATE: \_\_\_\_\_

---

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Chair

\_\_\_\_\_  
Date

**CHECKLIST**  
**REQUIRED REVIEW MATERIALS**  
**The University of Texas at San Antonio**

**Faculty Member:** \_\_\_\_\_

Please arrange materials **IN THE ORDER** indicated by this checklist.  
Documents should be uploaded to the official Faculty Review folder in Sharepoint  
Faculty members should provide to the department chair a letter-sized manila folder and include the Cover Sheet and Checklist, letter to DFRAC, and Vita.

- 1. Cover Sheet and Checklist
  
- 2. Letter to Department Chair/DFRAC
  
- 3. Professional curriculum vitae (must be current, containing the following information)
  - Contact information (current mailing address)
  - Educational background
  - Professional employment history
  - Awards and honors
  - Research/scholarly/creative activities summary, including all scholarly products with date, title, venue, and size parameters
  - Scholarly presentations, including separate listings for invited, refereed, and non-refereed contributions
  - Granting activities
  - Intellectual property, including patents, copyrighted materials, commercialized products, *etc.*
  - Teaching activities:
    - list of formal courses taught
    - list of students mentored, including theses or dissertations directed
    - service on graduate committees and/or student advising activities
  - Service activities:
    - list of committee assignments, including level (e.g. department, college, etc.)
    - assigned administrative activities
    - professional service activities
  
- 4. Evaluations and analyses
  - Evaluation and recommendation from the DFRAC
  - Evaluation and recommendation from the Department Chair
  - Evaluations and recommendations from the Dean of the College

File contains all items except college-level evaluation and recommendation:

\_\_\_\_\_

Department Chair

\_\_\_\_\_

Date

File contains all items:

\_\_\_\_\_

Dean

\_\_\_\_\_

Date