

# UTSA Library Document Transmittal Form

## Faculty Request for Scanning Official Faculty Review Materials

A printed copy of this form must accompany promotion and tenure, third year review, and/or CPE documents brought to the Front Desk of the John Peace Library for scanning. Please do not take materials to the Downtown Library.

<b>Faculty Name:</b>		
	<i>First name</i>	<i>Last name</i>
<b>Department:</b>		
<b>Phone:</b>	(     )	—
<b>E-mail:</b>		
<b>Campus Office Address:</b>		

### List of items to be scanned

Please provide the file name for each individual document. Limit your file names to LETTERS AND NUMBERS ONLY.

*Example 1: Recommendation Letter 1*

*Example 2: Biology Brochure 2007*

*Example 3: Awards 2008*

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

PRINT this form and take it with you to the John Peace Library, along with your Faculty Review materials.

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### ITEM DROP-OFF

I request that the items listed above be scanned. I will pick up the items after scanning is complete. I understand that the scanned files will be converted to an electronic format and will be placed on a CD or flashdrive.

**Faculty signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Above items to be scanned were received by the UTSA John Peace Library.

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ITEM RETURN

I received the items listed above and the scanned files.

**Faculty signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Above items were returned to the faculty member after scanning.

**Staff signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_