

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

- 1. Evaluation Statement to Department Chair/School Director/DFRAC
  
- 2. 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
    - Evidence of Impact (Percent contribution if multiple authors, Impact Factor of Journal, No. of citations, Book reviews, Press coverage)
  - Scholarly presentations, including separate listings for invited, refereed, and non-refereed contributions
  - Granting activities
    - Percent contribution if multiple PIs
  - 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
  
- 3. Evaluations and analyses
  - Evaluation and recommendation from the DFRAC
  - Evaluation and recommendation from the Department Chair/School Director
  - Evaluations and recommendations from the Dean of the College