




DARTMOUTH COLLEGE

The Faculty of Arts and Sciences

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To: Tenured, Tenure Track, and Research Track Faculty of the Arts and Sciences

From: Michael Mastanduno 

Date: March 1, 2011

Re: Faculty Record Supplement

Each year at this time, we ask you to complete a Faculty Record Supplement and attach to it a copy of your latest *curriculum vitae*. All Faculty Record Supplements are reviewed by the Associate Deans. This form is designed to offer faculty members the opportunity to provide guidance and information about their accomplishments. This supplement will be essential for our consideration of merit-based salary increases this year.

Let me remind you that we now ask that you provide information on your activities over a rolling three-year period, rather than the one-year period previously required. This change was made in recognition that the products of your scholarly activities result from years of work, and that your record in any single year does not necessarily do justice to your accomplishments.

In addition to your scholarly work, we ask that you also list other important activities, including courses designed and taught, student independent studies, grants submitted and received, and service, over a three-year period. The appropriate dates will be listed on the form. This year, for example, you will report your activities from 2008-09 through 2010-11; next year you will provide information on your activities from 2009-10 through 2011-12.

Please submit a hard copy of the attached form and your *c.v.* to your department/program chair by **Friday, April 1**. If possible, please send a double-sided *c.v.* to save paper and storage space. All chairs should forward one complete packet of all supplements from their department/program to their Associate Deans by **Friday, April 8**. Faculty members who fail to submit forms are assumed to have no activity to report.

Thank you.

nmc

c: Associate Deans
Department/Program Administrators