

Library Director's Commentary

Please complete each section accordingly. If a response is not applicable, please type "NA" in the comments section. When complete, select "Actions" and Submit to send back to the librarian.

1. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Librarianship for the review year.

Director's Response for Librarianship:

- ☒ At Rank
☐ Not at Rank

2. If not at rank, after discussion with the faculty librarian list how deficiencies will be remedied during the next academic year.

Director's Response

Logan continues to be a valuable member of the library's instruction and reference team. He is collaborating with the other instruction and reference librarians to develop goals and objectives for the library's information literacy program. In addition he is developing instructional materials that can be used by the other librarians for their instruction sessions.

3. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Scholarship for the review year.

Director's Response for Scholarship

- ☒ At Rank
☐ Not at Rank

4. If not at rank, after discussion with the faculty librarian, list how deficiencies will be remedied during the next academic year.

Director's Response:

Logan continues to publish several articles a year often collaborating with faculty in other departments. In addition to presentations at conferences and keeping his LibGuides up to date.

5. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Service for the review year.

Director's Response for Service:

- ☒ At Rank
☐ Not at Rank

6. If not at rank, after discussion with the faculty librarian, list how deficiencies will be remedied during the next academic year.

Director's Response

This report reflects his commitment to service on-campus. He is actively involved in committee work that is vital to student academic success.

7. List each activity for which the faculty librarian received release time or a stipend during the review year.

Director's Response:

N/A

8. Further Commentary (optional)**▼ Librarian Response Step**

Submitted Jun 02, 2020 11:26 AM EDT
by Logan Rath

Librarian Response to Director

Please provide comments below as a response of some type is required at this step. Once you have reviewed the Director's comments and responded, select "Actions" at the top of the page to submit the report to the next step.

Librarian's Response:

I have read and agree with the responses from the director.

▼ Library Director Step

Submitted Jun 02, 2020 11:47 AM EDT
by Diane Fulkerson

Review Librarian comments and select Actions and Submit to the send the file to the CIO.

Librarian Comments Have Been Reviewed

- ☒ Yes
☐ No

▼ CIO Step

Submitted Jun 02, 2020 04:27 PM EDT
by Diane Fulkerson

CIO's Commentary

Please complete each section accordingly. If a response is not applicable, please type "NA in the comments section. When complete, select "Actions" and Submit to send back to the librarian.

1. I affirm the faculty librarian is at rank in Librarianship.

CIO's Response for Librarianship:

- ☒ At Rank
☐ Not at Rank

2. If Not at Rank, please describe the remediation plan you, the Library Director and the faculty librarian have agreed to for the next year.

CIO's Response:

3. I affirm the faculty member is at rank in Scholarship.

CIO's Response for Scholarship

- ☒ At Rank
☐ Not at Rank

4. If Not at Rank, please describe the remediation plan you, the Library Director and the faculty librarian have agreed to for the next year.

CIO's Response:

5. I affirm the faculty librarian is at rank in Service.

CIO's Response for Service:

- ☒ At Rank
☐ Not at Rank

6. If Not at Rank, please describe the remediation plan you, the Library Director and the faculty librarian have agreed to for the next year.

CIO's Response:

7. Was this the first or second year of remedial activity by the faculty librarian?

CIO's Response

- ☐ First
☐ Second
☒ NA

8. If the faculty librarian has not returned to rank after 2 years, describe the adjustment of workload for the faculty librarian that will be implemented next fall.

CIO's Response:

Additional CIO Comments - other:

▼ Librarian Records Step

Submitted Jun 11, 2020 11:53 AM EDT
by Logan Rath

TO ARCHIVE THIS FOR FUTURE REFERENCE:

SELECT the Download button at the top of the screen.

(downward pointing arrow in the icon menu above.)

After you download your activity report and narratives, please select "Actions" and "Submit" button in the top right corner of your window.

Your report will be saved in the History section of your Workflow mailbox.

Did you download the submission for your records?

☐ Yes

☐ No

Library Director Step - Logan Rath

Submitted June 6, 2019
by Jennifer Smathers

Library Director's Commentary

Please complete each section accordingly. If a response is not applicable, please type "NA" in the comments section. When complete, select "Route" and Submit to send back to the librarian.

1. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Librarianship for the review year.

Director's Response for Librarianship:

At Rank

Not at Rank

2. If not at rank, after discussion with the faculty librarian list how deficiencies will be remedied during the next academic year.

Director's Response

3. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Scholarship for the review year.

Director's Response for Scholarship

At Rank

Not at Rank

4. If not at rank, after discussion with the faculty librarian, list how deficiencies will be remedied during the next academic year.

Director's Response:

5. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Service for the review year.

Director's Response for Service:

At Rank

Not at Rank

6. If not at rank, after discussion with the faculty librarian, list how deficiencies will be remedied during the next academic year.

Director's Response

7. List each activity for which the faculty librarian received release time or a stipend during the review year.

Director's Response:

50% Release time from Librarianship to work with ASIS team in Fall 2018
Online Course Development Stipend for EDI 728
Taught EDI 728.01
Updated Access databases for Field Experience Department:
Education and Human Development
Physical Education

8. Further Commentary (optional) Logan's assistance with ASIS and the SUNY Libraries Consortium Training Working Group are much appreciated. As the SLC LSP migration comes to an end in FY2019-2020, Logan is encouraged to examine and rebalance his load of Librarianship, Scholarship, and Service given that "Librarianship is the most important aspect of our discipline" as stated in the 2016 Library APT bylaws on page 6 Section VI A.

Librarian Response Step - Logan Rath

Submitted June 11, 2019
by Logan Rath

Librarian Response to Director

Please provide comments below as a response of some type is required at this step. Once you have reviewed the Director's comments and responded, select "Route" at the top of the page to submit the report to the next step.

Librarian's Response: I have read and acknowledge, although do not agree with, the director's statement regarding balancing of my load. Over the past year I have requested to perform multiple tasks under librarianship (e.g. Zotero support, accessibility work) that have been denied with no alternative tasks provided until a job description was created in February 2019. Furthermore, my anticipated activities state that I plan to reduce my service load. To this end, I have elected to not continue my University Faculty Senate committee service as well as chairing a SUNYLA working group.

▼Library Director Step - Logan Rath

Submitted June 12, 2019
by Jennifer Smathers

Review Librarian comments and submit to CIO.

Librarian Comments Have Been Reviewed



Yes



No

▼Library Director Step - Logan Rath

Submitted June 21, 2018
by Jennifer Smathers

Library Director's Commentary

Please complete each section accordingly. If a response is not applicable, please type "NA" in the comments section.

1. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Librarianship for the review year.

Director's Response for Librarianship:

☒ At Rank

☐ Not at Rank

2. If not at rank, after discussion with the faculty librarian list how deficiencies will be remedied during the next academic year.

Director's Response

3. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Scholarship for the review year.

Director's Response for Scholarship

☒ At Rank

☐ Not at Rank

4. If not at rank, after discussion with the faculty librarian, list how deficiencies will be remedied during the next academic year.

Director's Response:

5. Using the criteria established by the Library's APT document, state whether the faculty librarian was at rank or not in Service for the review year.

Director's Response for Service:

☒ At Rank

☐ Not at Rank

6. If not at rank, after discussion with the faculty librarian, list how deficiencies will be remedied during the next academic year.

Director's Response

7. List each activity for which the faculty librarian received release time or a stipend during the review year.

Director's Response: Brockport received a partial payment towards Logan's salary for his time to work on the Postsecondary Information Literacy Readiness Assessment using ILAAP grant. \$1653.00

8. Further Commentary (optional) Logan has continued to provide a wide range of service and scholarship. I look forward to reading his recently approved book chapter in 2019. Logan has embraced the challenge of joining the Fulfillment, Assessment, Systems, Technology (FAST) team, and held successful first meetings regarding the creation of circulation student training. His knowledge of ILL Systems, and IDS mentorship has been helpful while training our new ILL clerk, Becky Cousins. Logan has also agreed to participate in SUNY-wide training working group on both the creation and teaching how to make Libguides as well as developing Train the Training curriculums to assist with the Alma-migration. I expect Logan will continue to have a very full plate of a variety of Librarianship activities in 2019 and will continue to support his scholarship and service activities.

▼Librarian Response Step - Logan Rath

Submitted June 27, 2018
by Logan Rath

Librarian Response to Director

Please provide comments below as a response of some type is required at this step. Once you have reviewed the Director's comments and responded, select "Submit" at the top of the page to advance the report to the next step.

Librarian's Response: I have read the response from the Interim Director.

▼Library Director Step - Logan Rath

Submitted June 27, 2018
by Jennifer Smathers

Review Librarian comments and submit to CIO.

Reviewed: 1. Yes

▼CIO Step - Logan Rath

Submitted July 30, 2018
by Robert Cushman

CIO's Commentary

1. I affirm the faculty librarian is at rank in Librarianship.

CIO's Response for Librarianship:

☒ At Rank

☐ Not at Rank

2. If Not at Rank, please describe the remediation plan you, the Library Director and the faculty librarian have agreed to for the next year.

CIO's Response:

3. I affirm the faculty member is at rank in Scholarship.

CIO's Response for Scholarship

☒ At Rank

☐ Not at Rank

4. If Not at Rank, please describe the remediation plan you, the Library Director and the faculty librarian have agreed to for the next year.

CIO's Response:

5. I affirm the faculty librarian is at rank in Service.

CIO's Response for Service:

☒ At Rank

☐ Not at Rank

6. If Not at Rank, please describe the remediation plan you, the Library Director and the faculty librarian have agreed to for the next year.

CIO's Response:

7. Was this the first or second year of remedial activity by the faculty librarian?

CIO's Response

☐ First

☐ Second

☒ NA

8. If the faculty librarian has not returned to rank after 2 years, describe the adjustment of workload for the faculty librarian that will be implemented next fall.

CIO's Response:

Additional CIO Comments - other:

▼ Librarian Records Step - Logan Rath

Submitted July 31, 2018
by Logan Rath

2015 – 2016 Supervisor's Review and Commentary

Responsibilities:

- Work collaboratively with library instruction team, instructors, IT, instructional designers, student services and others to ensure high quality education (including online and hybrid teaching);
- With new OHL librarian, help develop collaborative distributive librarian support for distance learning in discipline areas;
- Work with library instruction team to provide innovative professional development training related to library/technology tools;
- Support use of Open Educational Resources by faculty and students; assist with collection and curation of materials in the online information literacy portal;
- Continue to act as embedded librarian in 1-2 courses per semester as requested by faculty;
- Continue as webmaster and administrator for LibGuides;
- Work with others to conduct assessment activities for the library; plan for continuing library assessment and sharing of data through stats dashboard, MISO, assessment of library instruction, etc.
- All librarians' responsibilities extend beyond their specific areas. As one of the library's key faculty/staff Logan is also responsible for the following:
 - Working to create a positive work atmosphere for others.
 - Collaborating with other library and college departments as appropriate.
 - Continuing to develop and promote library resources and services.

Goals and Objectives:

- Continue Reference shifts including nights and weekends in rotation as measured by average 6-10 hours/week for Instruction and Reference librarians and reference consultations noted in LibStats.
- Provide effective library instruction as measured by class and faculty feedback, maintenance of accurate, up-to-date LibGuides and participation in instructional professional development activities.
- Conduct Collection Development activities measured by ordering materials per subject area guidelines of the Collection Management Policy, prompt attention to items in the Library Ordering Module and responsive liaison efforts.

Evaluation:

Logan continued his strong performance in all areas of librarianship, scholarship and service. He received the Chancellor's Award for Excellence in Librarianship this year in recognition of his efforts. More specific achievements are described below.

Librarianship:

Logan taught over 111 library instruction classes at both graduate and undergraduate levels. His work as embedded librarian in Education courses related to diversity and inclusion efforts are noteworthy. He updated LibGuides and the Library/LITS webpages and other systems. He served as library liaison for several departments and served on Reference in rotation with other librarians.

Scholarship:

Logan presented at several conferences and is the author/co-author of two book chapters that have been accepted or are in-process. He also served as the Instructional Designer for a SUNY IITG sponsored pilot of Open Educational Resources.

Service

Logan has an impressive record of service at the library, College (e.g., uploading Middle States monitoring report on short notice; member for College Roles and Rewards committee), statewide levels (e.g., SUNYLA, FACT2), etc.

Logan served on the College's Roles and Rewards Committee. He also chaired the APT committee; this year APT is especially commended its work in updating the Bylaws.

Anticipated activities:

Logan is organizing the 3T's conference to be held at Brockport, October 17, 2016 sponsored by SUNYLA.

This year, Logan has transitioned out of most ILL/resource sharing activities. As a pilot, during 2016-17, Logan will be taking on additional responsibility for library assessment initiatives. These include planning and design for assessment related to library instruction and inclusion of an assessment component in library strategic planning for the next 1-2 years.

Helping to improve library communication to internal and external stakeholders, and taking advantage of both formal and informal opportunities for professional development are encouraged for all.

Chair/Director's signature(s): _____ Date _____

Employee Signature _____ Date _____

*This indicates that the faculty member has seen the Director's review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file.

_____ Chairperson's/Director's comments have been reviewed by the faculty member

2014 – 2015 Supervisor's Review and Commentary

Responsibilities:

- Work collaboratively with library instruction team, instructors, IT, instructional designers, student services and others to ensure high quality education (including online and hybrid teaching);
- With new OHL librarian, help develop collaborative distributive librarian support for distance learning in discipline areas;
- Work with library instruction team to provide innovative professional development training related to library/technology tools;
- Support use of Open Educational Resources by faculty and students; assist with collection and curation of materials in online information literacy portal;
- Continue to act as embedded librarian in 1-2 courses per semester as requested by faculty;
- Continue as webmaster and administrator for LibGuides;
- All librarians' responsibilities extend beyond their specific areas. As one of the library's key faculty/staff Logan is also responsible for the following:
 - Working to create a positive work atmosphere for others.
 - Striving to develop and maintain a collegial working environment for all Drake employees.
 - Collaborating with other library and college departments as appropriate.
 - Continuing to develop and promote library resources and services.

Goals and Objectives:

- Continue Reference shifts including nights and weekends in rotation as measured by average 6-10 hours/week for Instruction and Reference librarians and reference consultations noted in LibStats.
- Provide effective library instruction as measured by class and faculty feedback, maintenance of accurate, up-to-date LibGuides and participation in instructional professional development activities.
- Conduct Collection Development activities measured by ordering materials per subject area guidelines of the Collection Management Policy, prompt attention to items in the Library Ordering Module and responsive liaison efforts.

Evaluation:

Logan exemplified strong performance this year in all areas of librarianship, scholarship and service. He transitioned Resource Sharing/ILL to Susan Perry and managed the successful implementation of a SUNY IITG grant in collaboration with four other SUNY Libraries. This work resulted in the SUNY Information Literacy portal.

Librarianship:

Logan taught an impressive sixty-four library instruction sessions this year, at both the undergraduate and graduate level. Faculty appreciate Logan's efforts to enhance student use of information resources. The many "thank you's" Logan regularly receives demonstrate feedback for a job well done.

He also serves on the Reference Desk and as liaison for several departments (Education and Human Development, Modern Languages and Culture, Psychology, Sociology and Criminal Justice). This year, he reviewed the collection in his liaison areas as part of the Collection Evaluation Project.

Scholarship:

Logan presented at ten conferences and workshops, including a poster session at ACRL. He also co-authored two publications related to information literacy.

Service:

Logan served on a number of campus and SUNY committees including SUNYLA, IDS, as Tools of Engagement project coordinator, etc. He also developed a certificate program through SUNY CPD for 'Innovative Library Services through Technology'.

By being a team player and willing to do what is needed, Logan demonstrates a clear understanding of how individual actions effect the overall functioning of the library, LITS, the College and beyond. Through awareness of other colleagues' work, cross-training, and a good attitude, Logan has added value to the campus.

His commitment to 'all things library' is well-regarded. He is having to learn to focus his energy to where it can be best applied to avoid burnout; he understands the need for balance. In the meanwhile, he is thanked for the many ways that he contributes to Brockport every day.

His portfolio of skills continues to grow in library, teaching and technology. This record of accomplishment makes him an excellent candidate to be nominated for a Chancellor's Award for Excellence in Librarianship this year.

Anticipated activities for 2015-16 include:

- supporting online learning – e.g., SUNY IITG grant related to OER (open educational resources);
- helping to improve library communication and outreach;
- taking advantage of both formal and informal opportunities for professional development.

Chair/Director's signature(s): _____ Date _____

Employee Signature _____ Date _____

*This indicates that the faculty member has seen the Director's review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file.

_____ Chairperson's/Director's comments have been reviewed by the faculty member

2013 – 2014 Supervisor's Review and Commentary

The following are the 2014-2015 performance indicators and 2013-2014 evaluation for Logan Rath.

Performance Indicators:

Job Summary:

Resource sharing:

- Responsible for oversight of the day to day workflow of all aspects of Interlibrary Loan.
- Manage one Library Clerk 2 and several student workers in Interlibrary Loan.
- Provide unified branding on hosted library web applications.
- Collaborate with Applications, Systems and Networking; Learning Systems; and Technology Support Services to update and improve the LITS website.
- Maintain Library's EZProxy and other software/services.
- Participate and support LITS communication/marketing activities.

Instruction and Reference:

- Assist in planning, acquiring, deploying, and maintaining digital services related to the Library's mission.
- Develop and maintain the Library/LITS webpages; work collaboratively within campus webpage policies.
- Investigate new library technology resources (e.g., mobile services, Web 2.0+ apps, etc.); recommend for adoption and report ongoing assessment.
- Maintain Library's EZProxy and other software/services.
- Provide technology training opportunities through ETC and other venues.
- Assist in meeting Library instruction and campus-wide information literacy goals.
- Take part in Reference Service, including evening and weekend shifts.
- Serve as library liaison to selected academic departments and assist in ordering/weeding.
- Participate and support LITS communication/marketing activities.
- Other duties as assigned.

Goals/Objectives:

- Continue to oversee Interlibrary Loan, as measured by ILL stats and user feedback on effectiveness..
- Further embed online instruction in courses as measured by number and kinds of library help embedded and response to it.
- Continue Reference shifts including nights and weekends in rotation as measured by average 6-10 hours/week for I & R librarians and reference consultations noted in LibStats.
- Provide effective library instruction as measured by class and faculty feedback, maintenance of accurate, up-to-date LibGuides and participation in instructional professional development activities.
- Conduct Collection Development activities measured by ordering materials per the subject area guidelines of the Collection Management Policy, prompt attention to items in the Library Ordering Module, responsive liaison efforts and helpful input on the collection evaluation forms. This year, all liaison librarians need to allow time to review de-selection book candidates in their subject areas as part of this effort.

Evaluation:

Logan had a very full and productive year during 2013-14.

Regarding librarianship, Logan was active in several key library initiatives. As resource sharing librarian, he supervised one ILL clerk and several students. He provided Reference service, taught many library classes and served as library liaison for several departments including Education and Human Development, Modern Languages and Cultures, Psychology, Sociology and Criminal Justice.

Logan's scholarship included national presentations (Illiad, VA), statewide presentations (CIT, Cornell, IDS) and local presentations (CELT, RRLC). He also wrote a SUNY Innovative Instruction Technology Grant (IITG) that holds great promise.

Regarding service, Logan played important roles on campus and regional/statewide SUNY, SUNYLA and library efforts. He is the SUNYLA liaison to FACT2 for 2013-2016.

Logan has identified a wide range of anticipated activities to further enhance Drake Memorial Library, LITS and the College at Brockport. He is highly engaged in supporting the campus. New for 2014-15, he will be updating LibGuides to v2, assisting with transition to the Summon discovery layer, providing library support for Blackboard, and implementing the SUNY IITG grant to develop information literacy portal initiatives collaboratively with other SUNY grant partners.

Logan has proven to be tremendously helpful in providing both library and technology assistance at many levels. For his work as an IDS mentor and continuing contributions to the SUNY Librarians Association, Logan was awarded the "Friend of SUNYLA" award in May 2014, a richly-deserved award from his peers. He is thanked for his work in Drake; we look forward to his continuing contributions.

Chair/Director's signature(s): _____ Date _____

Employee Signature _____ Date _____

*This indicates that the faculty member has seen the Director's review and commentary. Faculty members may respond to any written commentary or copies of written commentary in writing for placement in the application portfolio or personnel file.

_____ Chairperson's/Director's comments have been reviewed by the faculty member

2012-2013 DEPARTMENT CHAIRPERSON'S/DIRECTOR'S COMMENTARY

The following are the 2013-2014 performance indicators and 2012-2013 evaluation for Logan Rath.

Performance Indicators:

Job Summary:

Resource sharing:

- Responsible for oversight of the day to day workflow of all aspects of Interlibrary Loan.
- Manage one Library Clerk 2 and several student workers in Interlibrary Loan.
- Oversee library training programs for IT students at the information desk including liaising with the Help Desk Coordinator where appropriate.
- Provide unified branding on hosted library web applications.
- Collaborate with Applications, Systems & Networking; Research, Analysis & Planning; and Technology Support Services to update and improve the LITS website.
- Maintain Library's EZProxy and other software/services.
- Participate and support LITS communication/marketing activities.

Instruction and Reference:

- Assist in planning, acquiring, deploying, and maintaining digital services related to the Library's mission.
- Develop and maintain the Library/LITS webpages; work collaboratively within campus webpage policies.
- Investigate new library technology resources (e.g., mobile services, Web 2.0+ apps, etc.); recommend for adoption and report ongoing assessment.
- Maintain Library's EZProxy and other software/services.
- Provide technology training opportunities through ETC and other venues.
- Assist in meeting Library instruction and campus-wide information literacy goals.
- Take part in Reference Service, including evening and weekend shifts.
- Serve as library liaison to selected academic departments and assist in ordering/weeding.
- Participate and support LITS communication/marketing activities.
- Other duties as assigned.

Goals/Objectives:

- Continue to oversee Interlibrary Loan, as measured by ILL stats and user feedback on effectiveness..
- Further embed online instruction in courses as measured by number and kinds of library help embedded and response to it.
- Continue Reference shifts including nights and weekends in rotation as measured by average 6-10 hours/week for I&R librarians and reference consultations noted in LibStats.
- Provide effective library instruction as measured by class and faculty feedback, maintenance of accurate, up-to-date LibGuides and participation in instructional professional development activities.
- Conduct Collection Development activities measured by ordering materials per the subject area guidelines of the Collection Management Policy, prompt attention to items in the Library Ordering Module, responsive liaison efforts and helpful input on the collection evaluation forms.

Evaluation:

Logan had a full and productive year, during 2012-13. During the year, he received promotion to associate librarian and continuing appointment and completed a second MS in Information Design online through SUNYIT.

Regarding librarianship, Logan was active in several key initiatives. As resource sharing librarian, he supervised one ILL clerk and several students. He provided Reference service, taught many library classes and served as library liaison for several departments include Education and Human Development, Career Resources, Sociology and Criminal Justice. In addition, Logan taught an online 3 credit graduate library class for UB (extra service).

Logan's scholarship included national presentations (Illiad, VA), statewide (CIT, Utica) and local presentations (CELT). He also wrote or co-wrote funded faculty/staff technology grants for a scanner and library tech tools that were funded for July 2013.

Regarding service, Logan played key roles on campus and regionals/statewide SUNY, SUNYLA and library efforts. He served on the Drake Design Team that worked on planning for library renovation. He is committed serve as one of two campus representatives to SUNY Senate for 2013-2015, and will be the SUNYLA liaison to FACTT for 2013-2016.

Logan has identified a full plate of anticipated activities to further enhance Drake Library, LITS and the College at Brockport. He is highly engaged in supporting the campus. New for 2013-14, he will be involved in teaching an APS section this fall as well as advising.

Logan is valuable for being very helpful and resourceful in providing technology assistance. He worked on revising and updating the Library and LITS webpages. He is thanked for his work for Drake Library and we look forward to continuing contributions.

Supervisor Signature_____ Date _____

I have read and discussed the foregoing with my immediate supervisor. I understand that if I do not concur, I have the right to attach a dated and signed statement within (10) working days from my receipt of it.

Employee Signature_____ Date _____

_____ Chairperson's/Director's comments have been reviewed by the faculty member