

February 16, 2004

TO: Non-Academic Unclassified Staff

FROM: Larry Howell, Interim Vice President
for Academic Affairs

Please complete the attached evaluation instruments by Friday, February 27, 2004, and **send them to the Office of Institutional Research (Attention: Leslie Dishman-231 Talbot Hall).**

Please identify envelopes as follows:

Envelope #1 - Evaluation of Vice President for Academic Affairs, Department of _____

Envelope #2 - Evaluation of Department Head/Director, Department of _____

Thank you.

LH/ad

Attachments

pc: Leslie Dishman

Send to:

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