**Annual Evaluation Conference Memorandum (Form A)**

**Academic Year: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHAIRPERSON: DATE:**

**DEPARTMENT:**

**SECONDARY DEPT (WHERE APPLICABLE):**

**FACULTY: RANK:**

**As chairperson, my signature below indicates that I have had a conference with the faculty member in preparation of the written annual evaluation.**

**CHAIRPERSON’S SIGNATURE DATE**

**I understand that I may attach comments or rebuttals.**

**FACULTY SIGNATURE DATE**