



THE UNIVERSITY OF TEXAS AT AUSTIN
Office of the Vice President for Research

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MEMORANDUM

TO: Sr. Research Scientist/Engineer and Research Scientist/Engineer (Code 1000)

FROM: Daniel T. Jaffe, Vice President for Research *Daniel T. Jaffe*

DATE: June 23, 2016

SUBJECT: **Sr. Research Scientist/Engineer and Research Scientist/Engineer
Annual Reports for 2015-2016**

Senior Research Scientist/Engineer and Research Scientist/Engineer (Code 1000) employees are required to complete an **Annual Summary of Activity Report** each academic year. The report, signed by the Dean, Director, or Dept. Chair, should be forwarded via email to the Office of the Vice President for Research at vp-research-sr@austin.utexas.edu by **October 14, 2016**. Please note that an electronic or paper copy should be retained within each department/unit.

The form is attached and available at <https://research.utexas.edu/resources/forms/> as the Annual Summary of Activity Report. Faculty members who also hold a Sr. Research Scientist/Engineer or Research Scientist/Engineer title **do not** need to complete this annual report, as they will submit a Faculty Annual Report for the same period.

The **Annual Summary of Activity Report** is an essential element of each Sr. Research Scientist/Engineer and Research Scientist/Engineer's personnel file. An assessment of this Annual Report constitutes one part of the annual review and evaluation of the individual's service as required by the Handbook of Operating Procedures Chapter 7, Section 7.23. It is, therefore, very important that this report be prepared accurately, providing all significant activity that has occurred over the past year.

Thank you for your cooperation, and if you have any questions please do not hesitate to contact our office at (512) 471-2877.

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cc: Deans, Directors, and Department Chairs