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| **Name** |  |  | **Department** |  |
| **Time Period** |  |  | **Year** |  |

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| **Major Projects and Accomplishments:** |
| **A.** |
| **B.** |
| **C.** |
| **D.** |
| **E.** |
| **F.** |

**Employee’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Supervisor to provide copy to Dean/Vice President.*