

# **Dr. Darmani's Meeting Preparation Outline**

- 1 Curriculum Vitae**
- 2 Annual Activity Record**
  - a. Chair's Evaluation**
  - b. Annual faculty activity update**
- 3 Scholarly Activity**
  - a. Peer reviewed full manuscripts
  - b. Poster presentations with full citations
  - c. Professional service e.g. Symposium organizing
  - d. Submission of COMLEX questions with evidence
  - e. Intramural funding: with full dates, titles, amount and role on project and evidence
  - f. Extramural funding: with full dates, titles, amount and role on project and evidence
  - g. List of research students/ postdocs mentored
- 4 Teaching**
  - a. Titles of lectures given per year
  - b. Student/Peer evaluations
  - c. Portfolios- Scholarship of teaching
  - d. Faculty development attendance
- 5 Service**
- 6 Honors and awards**
- 7 Letters of support (External and internal)**
- 8 Original employment contract**
- 9 Original job description or offer letter of employment**