

Unit Name _____

Name of Director/Head of Unit _____

Name of Department _____

Certification Letter to the Dean

In connection with the required completion of annual performance evaluations for The University of Texas at Austin, for the year ending May 31, 2019:

1. I am responsible for seeing that annual performance evaluations for the employees in the departments and functions under my scope of organizational responsibility have been completed. I certify that to the best of my knowledge and belief that such annual performance evaluations have been completed.
2. Please note any exceptions, including those listed in the cover memo and any others that apply to your evaluation process.

Additional comments:

Print Name

Signature

Date