



April 21, 2014

Dear colleague,

Currently we are in the process of compiling the 2013/2014 annual report of the department. The services rendered by each faculty member within the 2013/2014 academic year will be included in the report, we would therefore appreciate your cooperation in submitting this information to Mr. Hani (hanihilal@hotmail.com) not later than May 5, 2014. It would be very helpful if you identify the services you provided as member of a department committee, a faculty committee, university committee , and/or a committee outside the university, together with the published or accepted papers and papers accepted for presentation in conferences (submitted papers will not be mentioned in the report) .

Thank you very much, and our best regards.

Dr. Ahmed Karaballi (for the Information Committee)