

Attachment A

REQUEST FOR ACCESS TO RECORDS
FOR ALL FILES

Name _____ Department _____

I request a copy of the following material in my academic personnel file for the _____ review year.

Confidential (redacted form)

- ___ Extramural letters
- ___ Student letters
- ___ Chair's letter
- ___ Ad Hoc committee report

Non-confidential

- ___ Dean's letter
- ___ CAP report
- ___ Department letter (if not received earlier)

Signature _____ Date _____

Note: Unless otherwise specified, all requests will be assumed to be for the official personnel review file of record which is maintained in the Academic Personnel Office.

~~ACADEMIC PERSONNEL OFFICE USE ONLY~~.....

- _____ 1. Request received
- _____ 2. Documents with cover letter sent to candidate.