

REQUEST FOR ACCESS TO RECORDS
BY A THIRD PARTY

Name _____ Department _____

Title: _____

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

The reason(s) for this request are: _____

Confidential (redacted form)

Non-confidential

- | | |
|--|--|
| <input type="checkbox"/> Extramural letters | <input type="checkbox"/> Dean's letter |
| <input type="checkbox"/> Student letters | <input type="checkbox"/> CAP report |
| <input type="checkbox"/> Chair's letter | <input type="checkbox"/> Department letter (if not received earlier) |
| <input type="checkbox"/> Ad Hoc committee report | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other confidential | |

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 (APO).

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APO USE ONLY

- _____ 1. Request received _____ Approved _____ Denied
- _____ 2. Documents with cover letter sent to _____
- _____ 3. Copy of documents sent to candidate