

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

___ Extramural letters

___ Dean's letter

___ Student letters

___ CAP report

___ Chair's letter

___ Department letter (if not received earlier)

___ Ad Hoc committee report

___ Other

___ 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.

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ACADEMIC PERSONNEL OFFICE USE ONLY

_____ 1. Request received _____ Approved _____ Denied

_____ 2. Documents with cover letter sent to _____

_____ 3. Copy of documents sent to candidate