

MODEL LETTER F

(For use when receiving solicited or unsolicited letters of evaluation for academic appointment or promotion which contain restrictions on their use.)

Thank you for sending us **your letter** on \_\_\_\_\_ who is being considered for promotion at \_\_\_\_\_.

You have asked that this material (not be made a part of the candidate's personnel file) (be returned to you after we have completed our use of it) (be destroyed after we have completed our use of it) (etc.). I am writing to inform you that we are unable to accept and use the **letter** you sent with the constraint on its use you have stated, and to explain why we are unable to do so.

Under University policy, evaluatory material about a candidate who is being considered for promotion becomes part of the candidate's permanent personnel record.