

REQUEST FOR ACCESS TO RECORDS
BY A CANDIDATE

Name _____ Department _____

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

Confidential (redacted form)

Non-confidential

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

- Dean's letter
- CAP report
- Department letter and Minority Report
(if not received earlier)
- Other

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).

APO USE ONLY

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- _____ 1. Request received

 - _____ 2. Documents with cover letter sent to candidate.