

REQUEST FOR ACCESS TO NON-SENATE FACULTY REVIEW RECORDS

Name _____ Department _____

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

Confidential (redacted form)

- ___ Ad Hoc committee report *
- ___ Classroom visitation reports
- ___ NSF Excellence Review Committee Report (Excellence Reviews only)
- ___ Other _____
- ___ Chair's personal letter **
- ___ Student letters ***

Non-confidential

- ___ Dean's or Dean's Designee letter/concurrence
- ___ Department letter (if not received earlier)
- ___ Other _____

Signature _____ Date _____

Email _____

NOTES:

Beginning September 1, 2008, materials will be sent electronically in PDF format.

If your request a copy of the asterisked confidential items, they will be redacted and sent to you *only if* they were included in the review file.

* Generally Ad Hoc Committees are not established for NSF review files.

** A personal letter from the Department Chair (not the Department letter) is not required for a Non-Senate Faculty review and only rarely is such a letter included with the review file.

*** Only student letters not submitted by the NSF will be redacted and returned. Although the MOU (Article 7b E.1.b) permits the solicitation of assessments of former students who have achieved notable professional success, this rarely happens.

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ACADEMIC PERSONNEL OFFICE USE ONLY

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