

SIGNED STATEMENT REQUESTING FOR A DEFERRAL (Tenured Faculty Only)

Name	
College/School (Primary)	
Department(s)	
Years at Rank/Step	
Current Title	
Enclosures (if applicable)	

Candidate's Comments: (Use a separate sheet if necessary)

 Signature Date

Chair's Comments: (Use a separate sheet if necessary)

 Signature Date

Dean's Comments: (Use a separate sheet if necessary)

 Signature Date

This form and a signed Procedural Safeguard Statement (Attachment B-1) are required by the Academic Personnel Office (APO). Please retain copies in the college.

Office of Record: Academic Personnel (APO) will remain the office of record for these delegated actions. This form and a signed Procedural Safeguard Statement (Attachment B-1) must be sent to APO once the action is complete. The information will be provided by APO to CAP.

FILE TRACKING			
Description	Date	Initials	Comments
File received in Dean's Office			
File received in APO			