

**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)

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Signature

Date

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

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Signature

Date

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

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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			