

REQUEST FOR ACCESS TO RECORDS BY THIRD PARTY

Name: _____ Department: _____

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

The reason(s) for this request are:

Confidential (redacted form)

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

Non-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

- _____ 1. Request received ☐ Approved ☐ Denied
- _____ 2. Documents with cover letter sent to candidate _____
- _____ 3. Copy of documents sent to candidate