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**MODEL LETTER F: RESPONSE TO SOLICITED OR UNSOLICITED LETTERS**

(For use when receiving solicited or unsolicited letters of evaluation for academic appointment or promotion which contain restrictions on their use.)

Thank you for sending us your letter on \_\_\_\_\_ who is being considered for promotion at \_\_\_\_\_.

You have asked that this material (not be made a part of the candidate's personnel file) (be returned to you after we have completed our use of it) (be destroyed after we have completed our use of it) (etc.). I am writing to inform you that we are unable to accept and use the letter you sent with the constraint on its use you have stated, and to explain why we are unable to do so.

Under University policy, evaluatory material about a candidate who is being considered for promotion becomes part of the candidate's permanent personnel record.