

CANDIDATE'S RESPONSE TO THE DEPARTMENTAL LETTER

Candidate’s Name: _____ Date: _____

Select One:

A. Addressed to the **Chair**:
This is intended to be included in the file at the departmental level. I understand it will be added to the department's copy of the file and will proceed with the forwarded file through the review process. The Chair must make the document known and available to departmental faculty members eligible to vote on the case. Department faculty may not comment on a response to the department letter.

B. Addressed to the **Dean**:
This is intended to be included in the file at the Dean's level. I understand the Dean, CAP, and the Chancellor or Chancellor designee will see this document, but that it will not be added to the department's copy of the file. The Dean will inform the Department Chair that a written statement has been received without revealing the contents. Understanding that an Ad Hoc committee, when used, usually includes one member from the department, I ask that this:
(i) be seen by the Ad Hoc committee (if applicable).
(ii) not be seen by the Ad Hoc committee (if applicable).

C. Addressed to the **VPAP**:
This is intended to be included in the file at the VPAP level which assures its review by CAP, and the Chancellor or Chancellor designee. The VPAP will inform the Department Chair and Dean that a written statement has been received without revealing the contents. If CAP, VPAP, PEVC or Chancellor convenes a Senate Ad Hoc committee the candidate’s response to the departmental letter will be in the file.

Understanding that an Ad Hoc committee, when used, usually includes one member from the department, I ask that this:
(i) be seen by the Ad Hoc committee (if applicable).
(ii) not be seen by the Ad Hoc committee (if applicable).

Candidate’s Signature: _____