

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