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| --- | --- |
| **Candidate Name:** |       |
| **Department(s):** |       |
| **School(s):** |       |
| **Proposed Action(s):** |       |
| **Proposed Effective Date:** |       |

|  |  |
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| **Total Letters Received:** |       |
| **Total Independent Letters Received:**  |       |

List all individuals solicited for a letter, whether or not they responded

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| **A.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |
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| **B.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **C.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **D.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **E.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **F.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **G.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **H.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **I.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **J.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **K.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **L.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **M.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **N.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **O.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **P.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **Q.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **R.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **S.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **T.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **U.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **V.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **W.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **X.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **Y.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |

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| **Z.** | Referee Name: |       |
| Referee Title: |       |
| Institution: |       |
| Independent? | [ ]  Yes [ ]  No | Selected by: | [ ]  Dept. [ ]  Candidate |
| Responded? | [ ]  Yes [ ]  No | Provided Letter? | [ ]  Yes [ ]  No |
|  | Qualifications: |       |