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

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

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

|  |  |  |
| --- | --- | --- |
| **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: |       |

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

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