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

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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: |  | | |