Appendix A

REQUEST FOR EXEMPTION FROM USE OF

EXTERNAL LETTERS OF RECOMMENDATION

(Pre-tenure Reappointment Only)

TO: Committee on Personnel

FROM: Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RE: Reappointment of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 This is to notify the Committee on Personnel that the candidate and the personnel committee of the department jointly wish to request that letters from external reviewers not be solicited in the above indicated reappointment case.

 This request is made with the understanding that the COP retains the right to request outside letters in individual cases, after it has conducted a preliminary review of the personnel case.

 This request is valid only if signed by both the candidate and the chair of the departmental personnel committee.

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 Candidate Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Chair, Dept Personnel Committee Date

Please state on a separate sheet (or the reverse of this sheet) the rationale for not requesting external letters at reappointment: