FORM NO. 3

 REPORT ON EXTERNAL CONFIDENTIAL LETTERS\*

Attach one sample letter of solicitation to this form. Please number letters received to correspond with referees listed below.

All responses to the letter of solicitation must be forwarded with promotion materials. A minimum of seven letters is required. Include below those who were solicited and declined to serve as a referee, and those who did not respond to the letter of solicitation (excluding those that only received a preliminary letter of solicitation and were not formally solicited). Fill in as many as applicable.

It is not necessary to obtain original letters of evaluation from external referees who have submitted letters via e-mail or fax provided that the e-mailed or faxed copy is on official letterhead with the referee’s electronic signature. If applicable, include both the dates the original letter and the fax/e-mail were received.

This form is only for reporting with respect to the formal letters of solicitation. Preliminary solicitation letters and responses thereto, letters not solicited, or letters from within the University are not considered within this category and are not to be reported on this form.

Referee/Institutional Relationship Letter Sent Response Rec'd.

 Affiliation to Candidate Date Date

1.

 2.

3.

4.

5.

6.

7.

Referee/Institutional Relationship Letter Sent Response Rec'd.

 Affiliation to Candidate Date Date

8.

9.

10.

11.

12.

13.

14.

15.