FORM NTT- 3

 REPORT ON CONFIDENTIAL LETTERS

*This form is only for reporting with respect to the confidential letters of solicitation. Preliminary solicitation letters and responses thereto, and unsolicited letters, are not considered within this category and are not to be reported on this form.*

If applicable, 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. Except for those being considered for promotion within the Teaching Title Series, a minimum of 4 external letters is required. If confidential letters of evaluation are solicited for promotion within the Teaching Title Series, all referees should be listed below.

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.

Referee/Institutional Relationship Letter Sent Response Rec'd.

 Affiliation to Candidate Date Date

1.

 2.

3.

4.