

6. REPORT ON EXTERNAL LETTERS*

Candidate's Name: **FACULTY NAME**

A. Referees suggested by Candidate [at least 1 letter must be included from this category]	Relationship* *	Date Request Sent	Date Received

B. Referees suggested by Department [at least 1 letter must be included from this category]	Relationship* *	Date Request Sent	Date Received

C. Referees the candidate has listed as possible negatively biased sources.

* Letters not solicited by the department/professional school or letters from within the University are not considered within this category.

** For each name give relationship to candidate (e.g., dissertation advisor, former teacher or colleague, co-author, etc.) or referee's particular expertise.

SAMPLE REQUEST LETTER:

[INSERT COPY OF SAMPLE LETTER]