Form for Additional Statements to Update or Correct Tenure and/or Promotion File

Per APS 1405.11 IV.B.9, a candidate for tenure and/or promotion may "add a maximum of three written statements <u>to correct errors of fact or to update the packet concerning a final decision on a proposal, article or book submission, or similar significantly scholarly work, so long as the item was included in the initial file</u>."

Additions may only be made up to <u>a maximum of five business days after the candidate receives</u> a) all redacted letters from outside reviewers; b) the recommendation letters from both the Unit Personnel Committee and the Unit head/chair; and c) the recommendation letters from both the College/School Promotion and Tenure committee and the College/School Dean. Except for these three specific instances (at a, b, and c) candidate-initiated statements shall not be included with one's packet once the deadline for initial submission has passed.

Name: Department:

Please designate type of statement (select all that apply):

_____   Correct errors of fact in external review letters

_____   Correct errors of fact in internal evaluation letters

_____   Update on significantly scholarly or creative work included in initial file submission

Please provide concise statement to correct errors of fact or provide updates in the space below (identify specific section of Faculty Review Checklist for corrections or updates):

Request Submission Date _____

Review Process

Verification	Yes	No	Date Received by Candidate
All redacted letters from outside reviewers received			
Unit Personnel Committee Review Letter			
Department Unit Head/Chair Review Letter			
College/School Promotion & Tenure Committee Letter			
Dean Review Letter			

_____   _____
Printed Name   Signature (Department Chair/Head)

_____   _____
Printed Name   Signature (Dean)

[Please do not write below this line]

_____ Approved for Addition to Candidate File (meets criteria stated above)
_____ Not Approved for Addition to Candidate File (does not meet criteria stated above)

_____   _____
Printed Name   Signature (Vice Provost for Faculty Affairs)

Date Added to SharePoint Site: —————————— Initials ——————————