

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

Per APS 1405.11 IV.B.6, a candidate for tenure and/or promotion may “add a maximum of three written statements 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.”

Additions may only be made up to a maximum of five business days after the candidate receives 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:

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

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Correct errors of fact in external review letters

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Correct errors of fact in internal evaluation letters

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Significant update on scholarly or creative work included in initial file submission

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

Request Submission Date _____

Review Process: Signatures below only certify the dates when the letters were received.

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]

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Approved for Addition to Candidate File (meets criteria stated in APS 1405.11 IV.B.6)

Not Approved for Addition to Candidate File (does not meet criteria stated APS 1405.11 IV.B.6)

Printed Name

Signature (Vice Provost for Faculty Affairs)

Date Added to SharePoint Site: _____ Initials _____

08/19/2026
9/30/2020