

APPENDIX E: Sample Code Key (12/09/09 External Letters)

STRICTLY CONFIDENTIAL

LIST OF INDIVIDUALS FROM WHOM LETTERS WERE SOLICITED WITH REGARD TO THE  
PROMOTION CASE OF ASSISTANT PROFESSOR FIRSTNAME LASTNAME

<u>Reviewer Code</u>	<u>Name and Affiliation</u> (include all solicited reviewers, whether or not letter is received)	<u>Reviewer Standing and Relationship to Candidate</u> (one line, include rank of reviewer)	<u>Letter Received?</u> (indicate yes or no; if no, give reason if known)	<u>Suggested by</u>
A				Department
B				Candidate
C				
D				
E				
F				
G				
H				

DEPARTMENT AD HOC COMMITTEE:

(list names of members)

John Doe, Professor

Jane Doe, Professor

James Doe, Professor (Chair)