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| **External Letters Names** | **Date Requested** | **Date Received** | **Check if proposed solely by candidate** |
| **Requested by Unit Head (include declinations):** | | | |
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| **Letters Not Solicited by Department or Dean:** | | | |
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Note: Internal letters are not solicited for promotion and tenure cases from most units.

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| **Internal Letters** | **Date Requested** | **Date Received** | **Check if proposed solely by candidate** |
| **Requested by Department:** | | | |
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| **Requested by Dean:** | | | |
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| **Letters Not Solicited by Department or Dean:** | | | |
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