



Confirmation of Addendum Materials – Fixed-term Promotion Cases

Candidate name: _____

A brief statement should be written at each review level stating whether or not the new material would change their earlier recommendation in any way.

This form can be used for 1) materials required by the unit or college which don't fit into another section, or 2) revised materials which are submitted after the original submission date at either the unit, college, or university level of review. Only materials which have been revised for purposes of clarity will be accepted for fixed-term cases; no new information will be accepted. For example, it is permissible to use the addendum to correct the start date on a CV, however, it is not permissible to use the addendum to submit a CV which has additional publications. Please check with the provost's office before using the addendum section.

Answer the following questions regarding the documents that were added to this section.

When?	PDF Page #'s	What?	Why?	Who?
When was the document added?		What document was added, revised, or updated?	Why was the document added, revised, or updated?	Who requested this addition, revised, or update?