



Confirmation of Addendum Materials

Candidate name: _____

Any additional, revised or updated materials received after the first response from an external reviewer has been received is included as an addendum. If the information is received after the candidate’s file has left the unit, then the materials are forwarded to each previous internal level of review. 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. The statement should be included after the original internal letter by that level of review.

In cases where external letters are not required by the university, this form can be used for 1) materials required by the unit or college which don’t fit into another section, or 2) necessary materials which are submitted after the original submission date at either the unit, college, or university level of review; please check with the provost’s office before using the addendum section for this reason.

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

When?	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?

The deadline to submit additional materials, including the statement by each prior level of review, to the dean for the case is November 30th of each year. Any additional materials after that time require the dean or university librarian to seek approval from the provost’s office for submission.