**Referee/Evaluator Preliminary Correspondence – [Insert Candidate Name Here]**

**INSTRUCTIONS:** Please copy email communications, and paste all contacted referees’ responses below. Within each category (Declined, Accepted, Agreed No Letter, No Reply – **sorted in that order**), insert correspondence, listed alphabetically by the referee last name. **Please delete any unused sections of the template below.** The primary purpose is to collect affirmative responses, declinations, and if declined, the reason for the declination. Please include all correspondence with all referees, beginning with their first reply.

**Do include:**

* Referee name
* Email headers (to/from/cc/sent date/subject)
* Email body text

**Do not include:**

* Initial referee request email (unless the referee did not reply)
* Referee instructions letter
* Email signature lines

**::: ::: SAMPLE FOR REFERENCE. DELETE THE SAMPLE BEFORE PREPARING TO SUBMIT. ::: :::**

**ACCEPTED:**

**Referee Name: FirstName Sample**\_\_\_\_\_\_\_\_

**From:** Sample, FirstName. [mailto:firstnamesample@prestigiousuniversity.edu]

**Sent:** Friday, June 22, 2018 7:17 PM

**To:** Dept Chair, Yale <department.chair@yale.edu>

**Cc:** Chair’s Assistant <chairs.assistant@yale.edu>

**Subject:** Re: Request for Evaluation of Candidate Name

I will be able to submit with the extension.

Thank you,

FirstName

**From:** Dept Chair, Yale

**Sent:** Wednesday, June 20, 2018 3:15 PM

**To:** Sample, FirstName. [mailto:firstnamesample@prestigiousuniversity.edu]

**Cc:** Chair’s Assistant <chairs.assistant@yale.edu>

**Subject:** RE: Request for Evaluation of Candidate Name

Dear Professor Sample,

Thanks for your letter, especially in the midst of your time in Croatia, and we would still if possible request a letter from you, although we recognize your time constraints. We can give an extra week on the deadline if that helps. I am cc’ing my Assistant, who will provide the materials and further information. Many thanks again for helping us with this review.

Best,

Chair

**From:** Sample, FirstName. [mailto:firstnamesample@prestigiousuniversity.edu]

**Sent:** Monday, June 18, 2018 3:51 PM

**To:** Dept Chair, Yale <department.chair@yale.edu>

**Cc:** FAS Dean <fas.dean@yale.edu>

**Subject:** Re: Request for Evaluation of Candidate Name

Thanks for writing. I’m writing now from Croatia, one source of my delay.

I admire Candidate Name’s work. But I do not think I would be able to commit to writing the kind of extensive, comparative tenure review that I believe Yale would expect or require. The reason: my responsibilities in the coming months will be very demanding. I think you would be better served if you could obtain a commitment from someone else. But if this is not possible, then I ask that you send me your review guidelines. Thanks.

- FirstName Sample

**::: ::: ::: ::: ::: ::: END SAMPLE ::: ::: ::: ::: ::: :::**

**DECLINED:**

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**ACCEPTED:**

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**AGREED, NO LETTER:**

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[paste correspondence here and delete this instruction.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Paste initial request email here, including email headers.]

**NO REPLY:**

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Paste initial request email here, including email headers.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Paste initial request email here, including email headers.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Paste initial request email here, including email headers.]

**Referee Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Paste initial request email here, including email headers.]