

**LATE-ADD FORM  
REQUEST FOR SUBMISSION OF ADDITIONAL MATERIAL AFTER  
CLOSING DATE FOR SUBMISSION OF RTP PORTFOLIO**

- 1. List item to be added, then check either a, b, or c below.** Use a separate form for each item.  
(If this is a Scholarly and Creative Activities item, please include title, publisher/journal or other identifier.)

- a.** This item is: (check one)      a change of status of an existing item/      a replacement of an existing item in my Portfolio under

Teaching,      Scholarly & Creative Activities,      Service.

Indicate the location of the item currently in the Portfolio.

- b.** This item is an addition to my Portfolio file under

Teaching,      Scholarly & Creative Activities,      Service.

- c.** I request that this item be added to my Portfolio for the following reason:

- 2. Reason material was not submitted prior to the closing date of the Portfolio.** The purpose of this provision is to allow entry of material which was not available when the file was closed (such as bestowal of awards or notification of publication acceptance) *not* letters of recommendation or letters of support. Please give explicit reason why the evidence was not included before closure of the file:

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Signature of Person Submitting Additional Material

Printed Name

Candidate's Program